

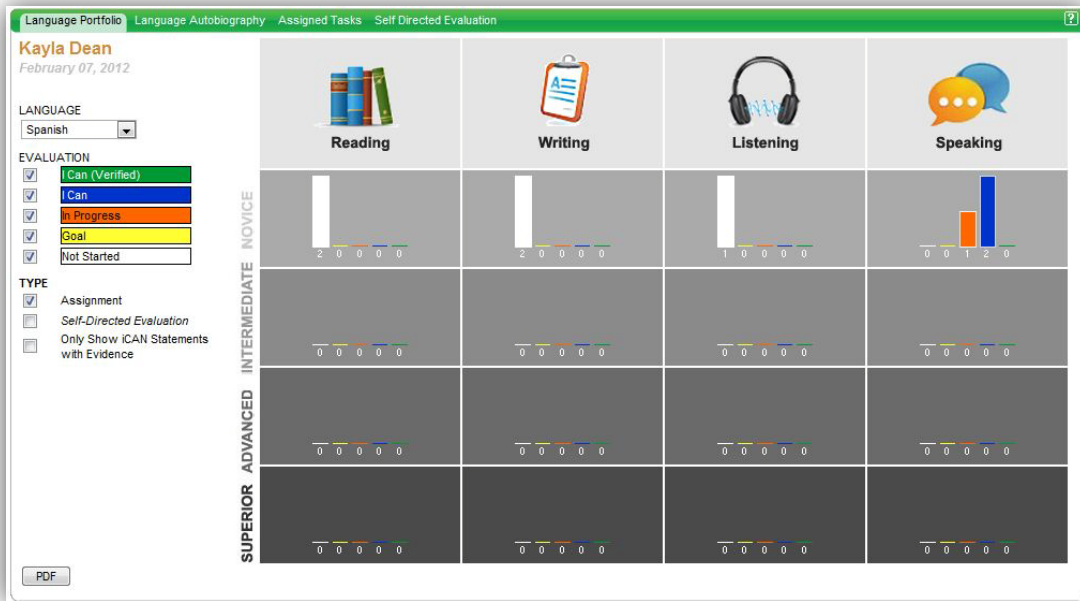
Quick Guide

**What are assigned tasks?**

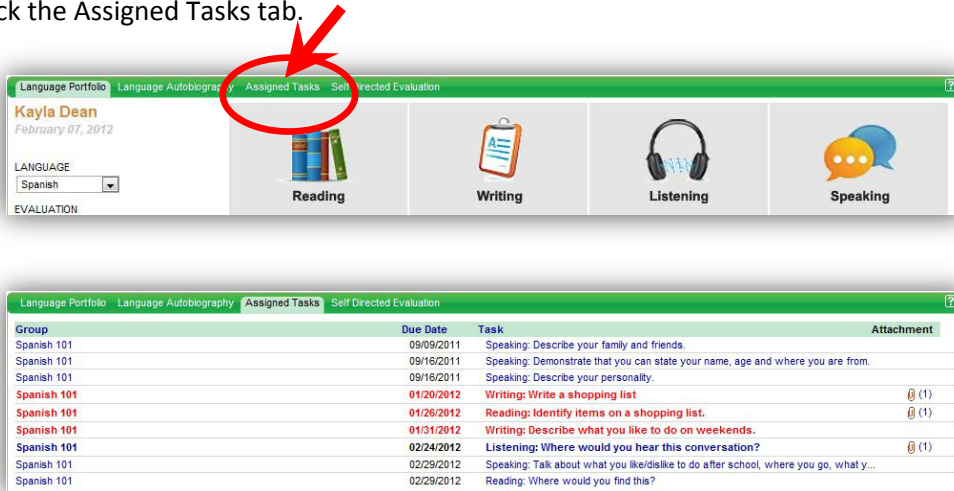
Tasks are activities for students to complete. Once tasks are assigned and available, students will be able to see the task, create and upload the evidence to the task, building their language portfolio.

**Accessing Assigned Tasks**

1. Open an Internet browser and go to <http://ican.avantassessment.com>. Login into iCAN<sup>®</sup>.



2. Click the Assigned Tasks tab.




**Interpreting elements and colors**

**Assigned tasks in red:** These are assigned tasks that you have not yet submitted that are past the defined due date.

**Assigned tasks in blue:** These are assigned tasks that are currently under way, but not yet due.

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**Assigned tasks in bold:** Tasks that you have not yet opened or started. Once you view the task, the bolding is removed.

The  (paperclip) icon indicates that the teacher uploaded some type of content to help you with the assignment. The number in the parentheses indicates how many attachments are included on the assigned task.

**Working with assigned tasks**

1. Click the desired assigned task description to see more detail.

Group	Due Date	Task	Attachment
Spanish 101	09/09/2011	Speaking: Describe your family and friends.	
Spanish 101	09/16/2011	Speaking: Demonstrate that you can state your name, age and where you are from.	
Spanish 101	09/16/2011	Speaking: Describe your personality.	
<b>Spanish 101</b>	<b>01/20/2012</b>	<b>Writing: Write a shopping list.</b>	(1)
Spanish 101	01/26/2012	Reading: Identify items on a shopping list.	(1)
Spanish 101	01/31/2012	Writing: Describe what you like to do on weekends.	
Spanish 101	02/24/2012	Listening: Where would you hear this conversation?	(1)
Spanish 101	02/29/2012	Speaking: Talk about what you like/dislike to do after school, where you go, what y...	
Spanish 101	02/29/2012	Reading: Where would you find this?	

2. The I Can statements for the selected assigned task will display.

**Listening Novice High**

**LANGUAGE: Spanish**

Not Started | In Progress | I Can

**Novice High: Listening**  
I can understand everyday expressions around ordering food or drink items, such as "What would you like to drink?" or "What would you like to eat?"

**Evidence**

Student Comments:

Submit | Save As Draft | Cancel





3. New tasks for the I Can statement are set to **Not Started**.
4. Click the appropriate color-coded box to choose the level of progress.

**To Set a Goal:** Click the colored box under the **Goal** column for the **I Can Statement**.

**To Set In Progress:** Click the colored box under the **In Progress** column for the **I Can Statement**.

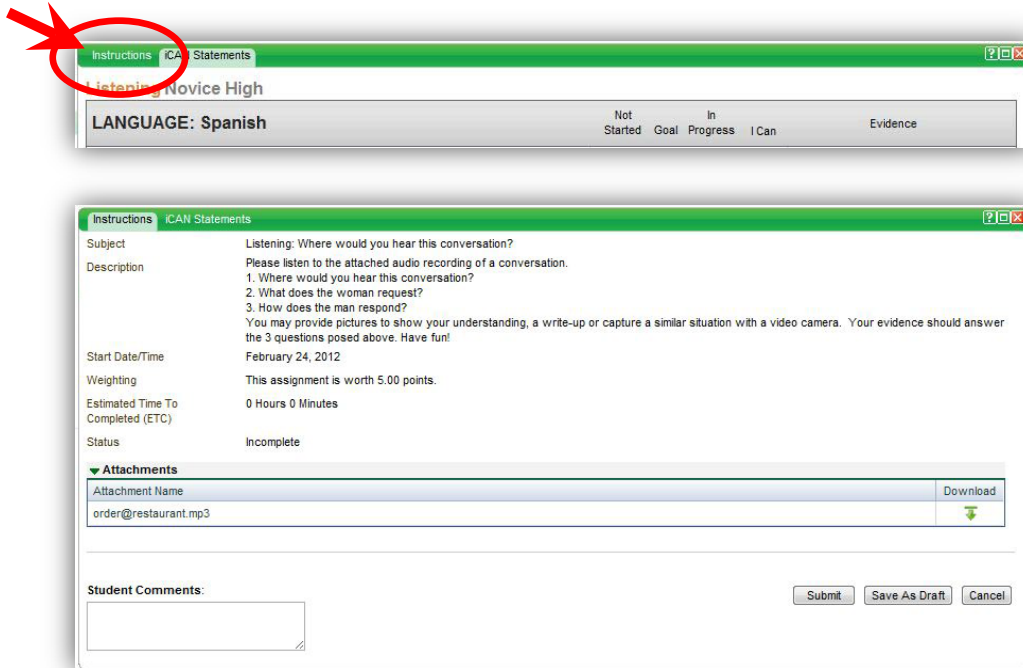
**To Set I Can (complete):** Click the colored box under the **I Can** column for the **I Can Statement**.

5. **Evidence indicated on an assigned task:**

-  Teacher requests text submission
-  Teacher requests audio submission
-  Teacher requests video submission
-  Click this icon to upload evidence (see the **Submitting Evidence** section below for details).

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- Click the **Instructions** tab to view assigned task details.




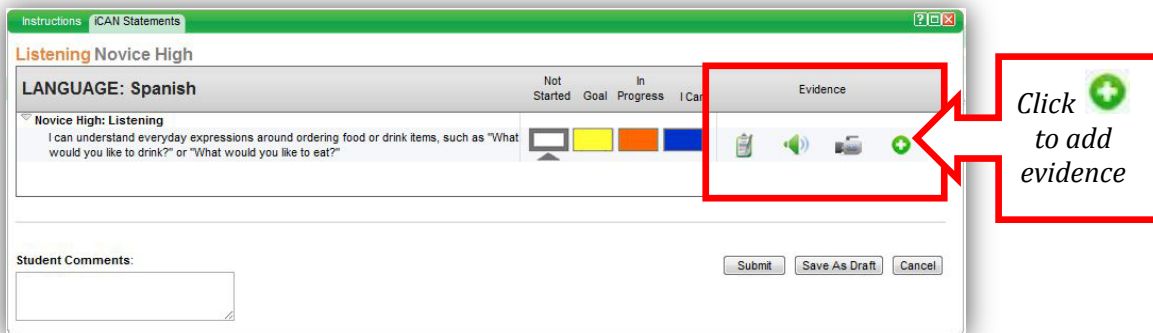
Read the instructions, prepare the required evidence and continue to the next section when you are ready to submit your evidence.

**Submitting evidence**

- Click the Assigned Tasks tab.
- Click the assigned task name to select.

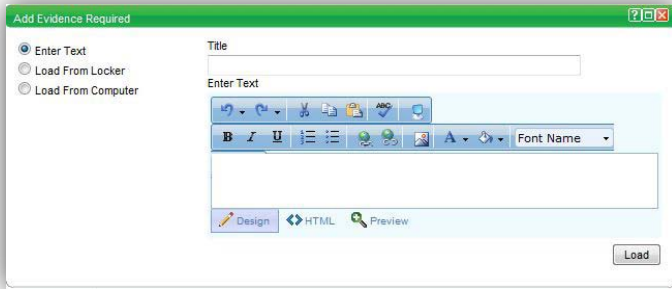


- To provide evidence on the assigned task, click the  icon in the **Evidence** column.



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Evidence can be entered as text, or uploaded from a file that is stored in *My Files (locker)*, or uploaded from a file residing on the computer. The default option is to **Enter Text**.



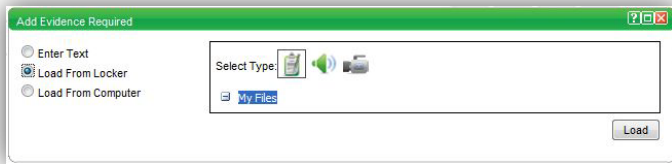
### Enter Text:

**Title:** The title is the description that will display in the list of evidence. Be explicit, creating a title that describes the content included in the text.

**Enter Text:** A variety of text formatting options is available.

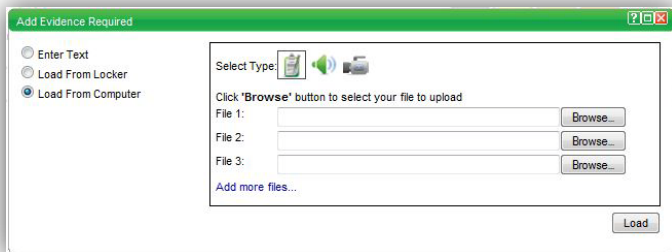
Click [Load] to save the text to the assigned task.

**Load from Locker:** To add evidence previously stored to *My Files*, click the radio button **Load from Locker**. How does content get into your personal locker? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN®.



Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon. Click [Load] to attach the selected evidence to the assigned task.

**Load from Computer:** To add content stored on your computer, click the radio button **Load from Computer**.

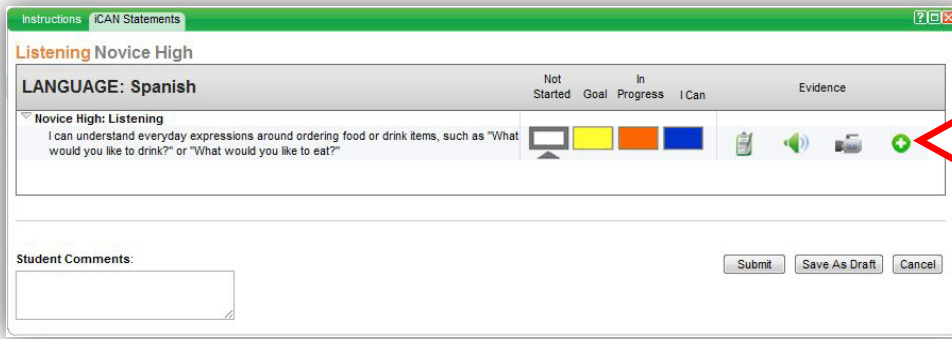


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Click [Browse]. Navigate to the storage location on the computer and select the desired file to upload. Click [Open]. To add more than 3, click **Add more files...** An additional line will display. Click [Load] to load all selected files to the assigned task.

## Removing Evidence

1. To remove evidence for a specific I Can statement, click the evidence icon in the **Evidence** column.

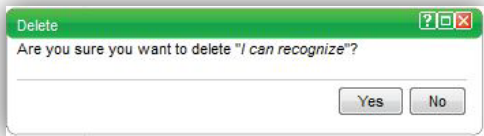


Click any evidence icon to view the evidence

2. Click the appropriate evidence icon    to display the uploaded evidence. Click the trash can icon  next to the evidence you wish to remove.



3. A delete confirmation dialogue box will display. If you click the link to play the evidence, close the View Evidence window and reopen before removing the evidence.

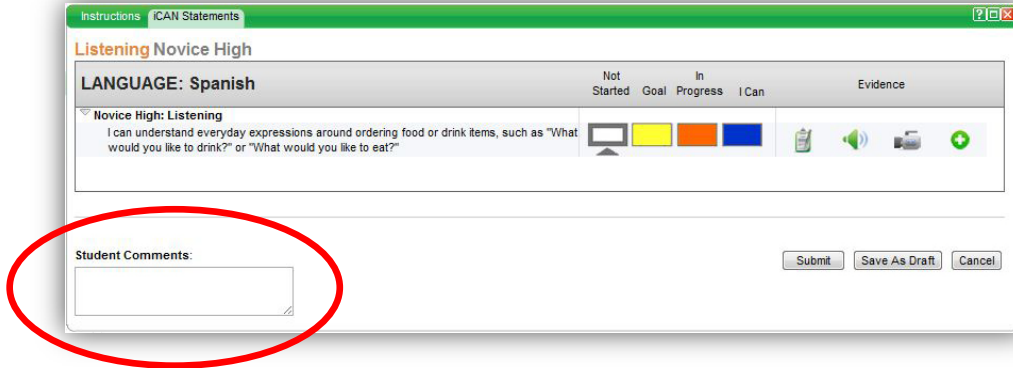


4. Click [Yes] remove the selected evidence. The evidence will be removed the selected Can Do statement. To keep the selected evidence, click [No].

## Adding Student Comments

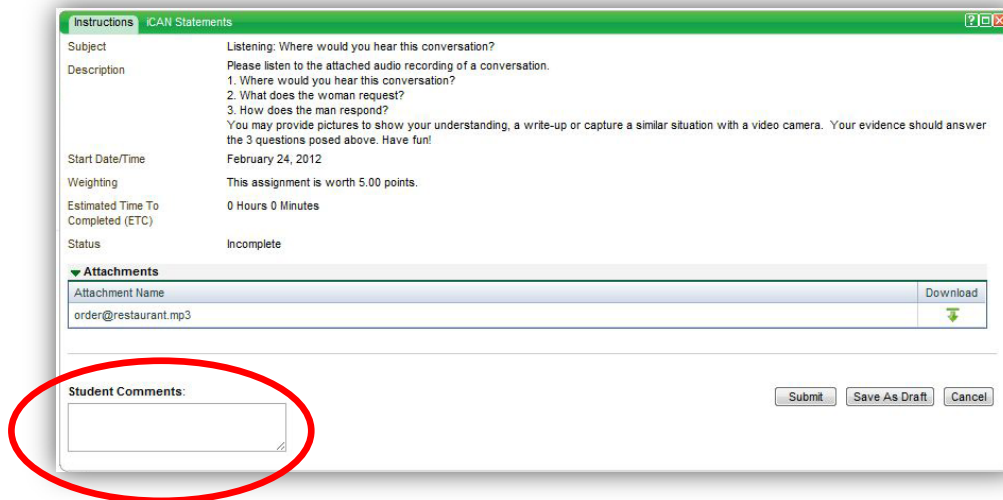
**From the iCAN Statements Tab:** Enter comments to the teacher in the Student Comments field. Click [Submit] to complete the assigned task and submit it to the teacher for grading. **If you are not ready to submit the assigned task for grading**, click [Save as Draft] to continue working on it later. Your teacher can see your draft and provide feedback, if desired.

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– or –

**From the Instructions Tab:** Enter comments to the teacher in the Student Comments field. Click [Submit] to complete the assigned task and submit it to the teacher for grading. ***If you are not ready to submit the assigned task for grading,*** click [Save as Draft] to continue working on it later. Your teacher can see your draft and provide feedback, if desired.



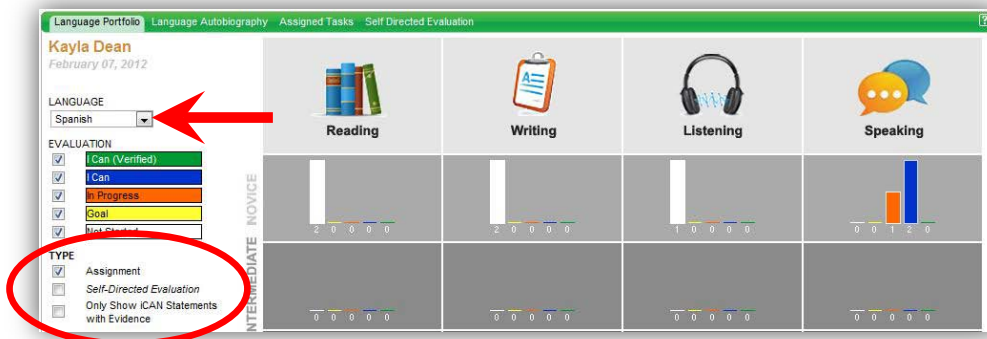
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**Viewing teacher feedback through the Language Portfolio**

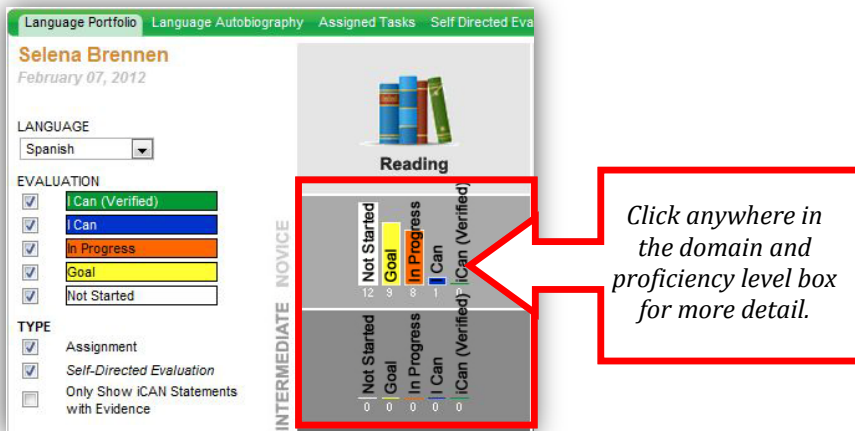
1. Click the Language Profile tab.



2. If you have more than 1 language class, select the language from the dropdown. By default *all* Evaluation levels for Type **Assignment** will be selected.

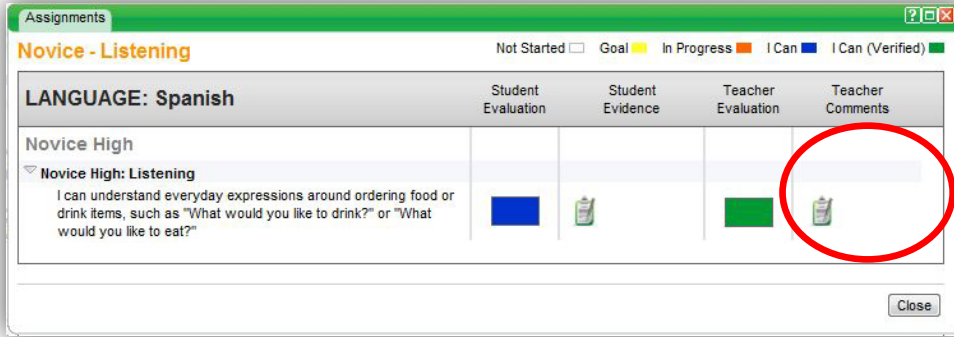


To see any teacher comments, click any box with colored bars.



The I Can statement(s) for the selected type (Assignment or Self-Directed Evaluation) will display. This example shows the I Can statement(s) for the assigned tasks for Novice Interpretive Reading.

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The teacher may set the evaluation to "in progress" if he/she would like you to rework the assigned task.



Student Evaluation column indicates how you rated the submission. In the above example, the student marked the assigned task as **I Can** and the teacher has evaluated the evidence as "Verified."

Click the [Icon] icon in **Teacher Comments** to see details.  
Click the [X] to close.

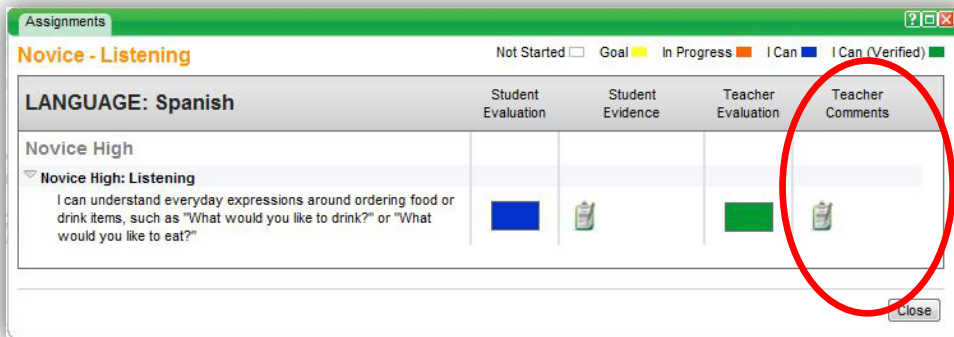


## Viewing teacher feedback via Assigned Task

1. Click the Assigned Tasks tab.



2. Click the task description to view.  
The I Can statement(s) for the selected assignment will display.



The teacher may set the evaluation to "in progress" if he/she would like you to rework the assigned task.

## Quick Guide



Student Evaluation column indicates how you rated the submission. In the above example, the student marked the assigned task as *I Can* and the teacher has evaluated the evidence as “Verified.”

Click the desired icon in **Teacher Comments** to see details.

Click the [X] to close.

