

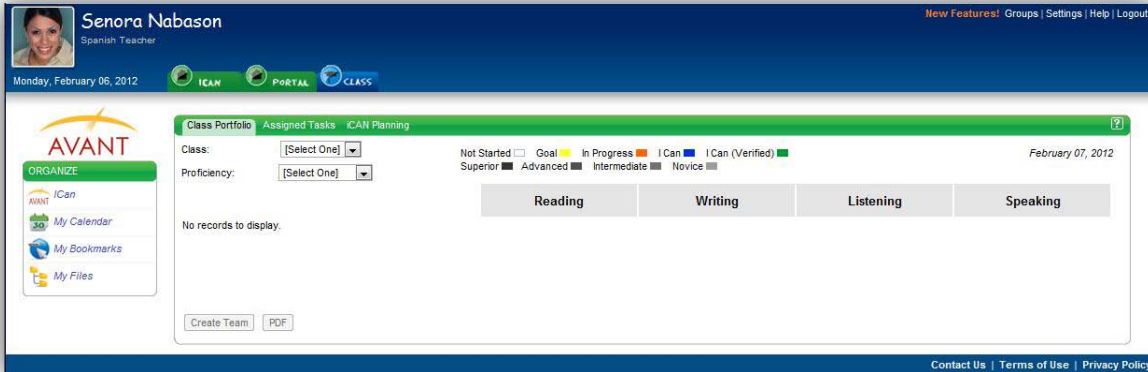
## Quick Guide

### What are tasks?

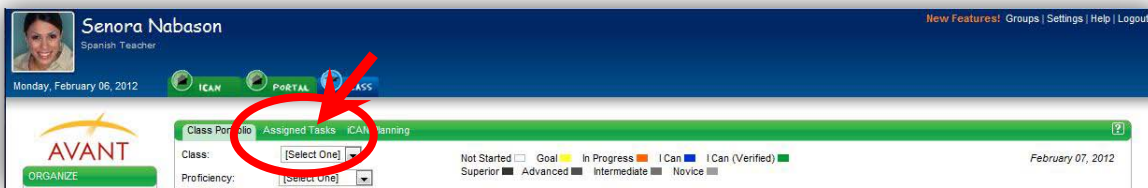
Tasks are activities for students to complete. Tasks can be assigned to a class, a team of students, or individual students. They are related to I Can statements which are in turn related to a specific domain (reading, listening, speaking, and writing) and proficiency level (novice low to superior).

### Accessing Tasks

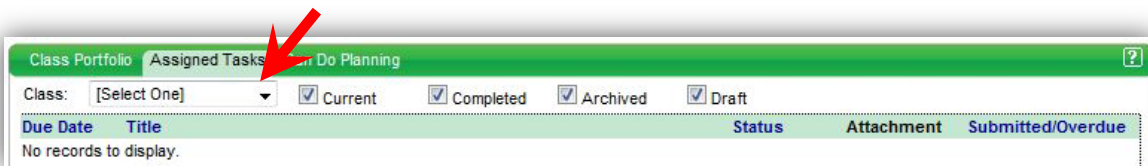
1. Open an Internet browser and go to <http://ican.avantassessment.com>. Login into iCAN®.



2. Click the Assigned Tasks tab.

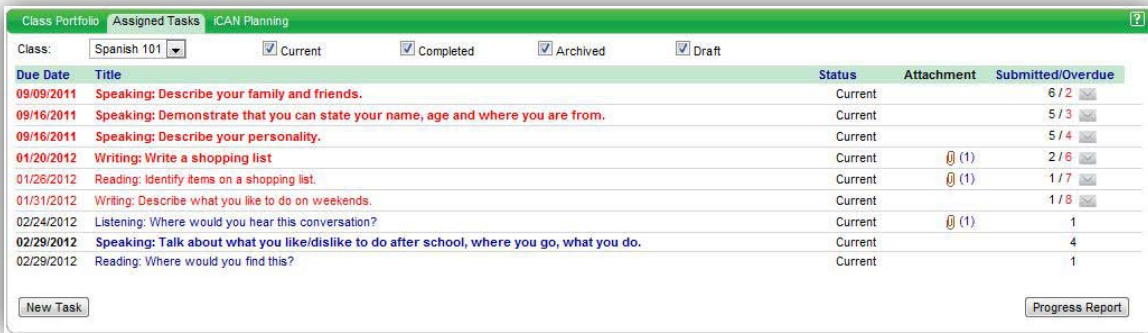


3. Select a class using the drop-down menu.

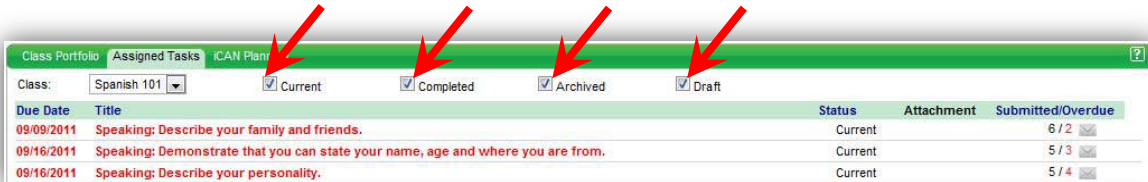


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Default will display all tasks (current, completed, archived and draft)



- To see only current tasks, only current should be checked. Click to remove the checkmark. The list will automatically adjust as boxes are unchecked.



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### Add a new task

1. Click the Assigned Tasks tab.
2. Select a class using the drop-down menu.
3. Default will display all tasks (current, completed, archived and draft)
4. Click [New Task].

The screenshot shows the 'Assignment' form in the iCAN system. The title bar reads 'Assignment iCAN Statement'. The form contains several sections:

- Subject \***: A text input field.
- Description \***: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, list, link, unlink, image, and font settings. Below the editor are 'Design', 'HTML', and 'Preview' buttons.
- Due Date \***: A date picker.
- Display Date \***: A date picker set to '2/7/2012'.
- Estimated Time to Complete (ETC)**: Fields for 'Hours' (0) and 'Minutes' (0).
- Recurrence**: A checkbox for 'Recurring appointment'.
- This assignment is worth**: A text input field for 'points'.
- \* Indicates a required field**: A red asterisk legend.
- Files**: A section with an 'Add File' button and a table with columns 'File Name' and 'Del'. It shows 'No records to display.'
- Links**: A section with an 'Add Link' button and a table with columns 'Website Name', 'Link', 'Edit', and 'Del'. It shows 'No records to display.'
- Assign To**: A section with a 'SELECT' dropdown, a checkbox for 'ALL', and a table with columns 'NAMES' and 'Search:'. The table lists 'Spanish 101' (checked) and 'Spanish 102' (unchecked). A 'Go' button is next to the search field.

At the bottom of the form are three buttons: 'Post', 'Save as Draft', and 'Cancel'.

5. Required fields (marked with red asterisk):

**Subject:** The name that will display on student assigned tasks and the task list. It is best to be as concise and clear as possible.

**Description:** A detailed description of the task. Include as much information as possible. Text may be bolded, italicized or underlined. Bullets, both numbering and characters, are also available.

**Due Date:** Date assigned task is due. Enter the date in month-day-year format or click the calendar to select.

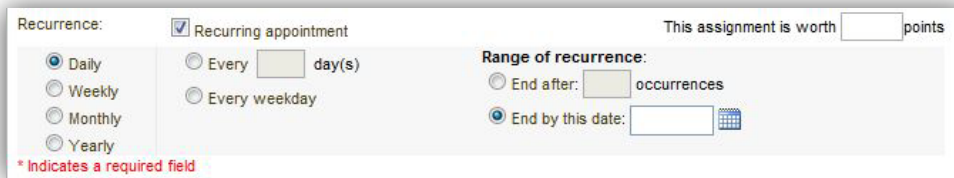
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**Display Date:** The date the assigned task will appear in the students’ assigned tasks. Enter the date in month-day-year format or click the calendar to select.

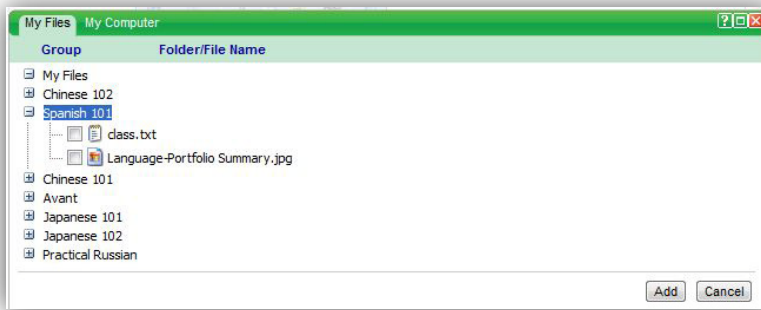
6. Optional fields:

**Estimated time to complete (ETC):** in hours and minutes.

**Recurrence:** allows you to establish recurring assigned tasks, such as current events or daily “write in a journal” homework. If checked, additional fields related to frequency of recurrence will display. A task will be created for each day in the recurring sequence.



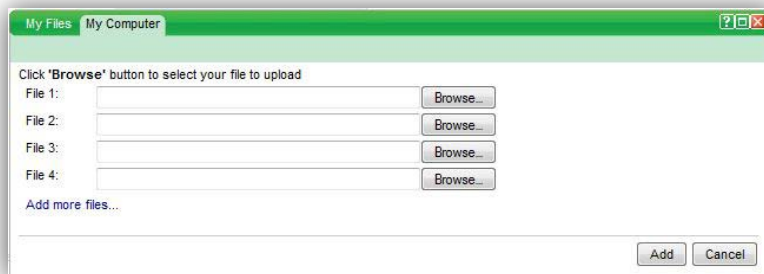
**Files:** Attach word documents, excel files, etc. To attach a new file, click **Add File**.



**My files:** default view. You may select files already uploaded to iCAN® from here.

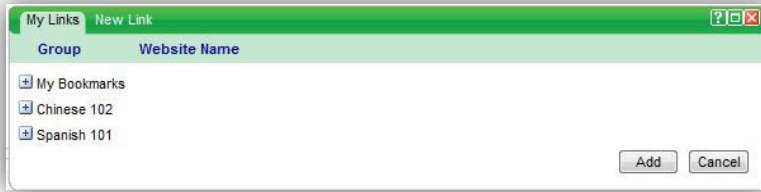
How does content get into **My files**? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN®.

**My computer:** To upload and add a new file, click this tab. Click [Browse]. Navigate to the storage location on your computer and select the desired file to upload. Click [Open]. To add more than 4 files, click **Add more files...** An additional line will display. Click [Add] to upload all selected files.



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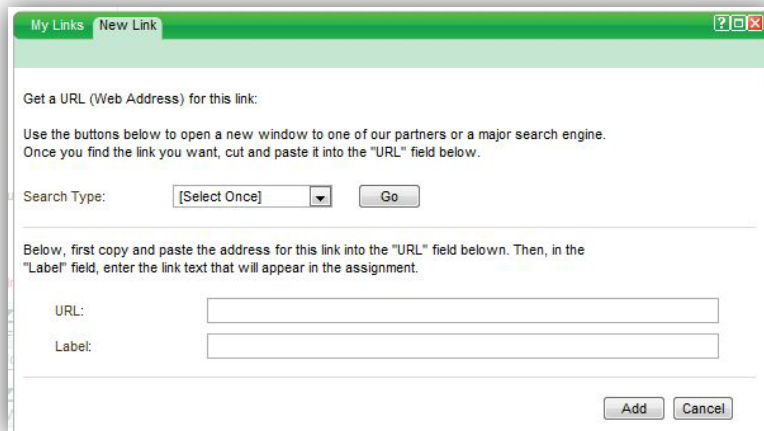
**Links:** Associate a web site to the task. Use **My Links** tab to attach a link associated with an existing task. Use **New Link** to associate a new link.



**My Links:** default view. You may select links already uploaded from here. Any linked attached to previously created tasks will be stored here. Click the box next to the link you wish to associate with this assigned task. Click [Add] to add the link. Click [Cancel] to return without adding a link.



**New Link:** To associate a new link, click this tab. Copy the desired URL into the space provided. If you would like to name the link, rather than display a lengthy URL, use the Label field. Click [Add] to add the link. Click [Cancel] to return without adding a link. Repeat as needed.



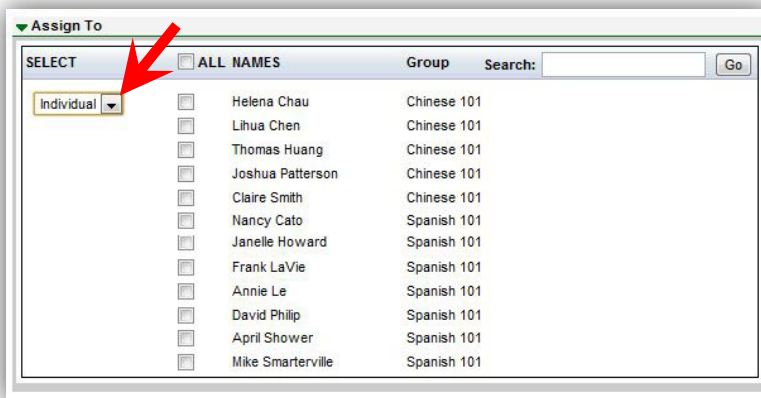
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**Assigned to:** Default view is class group. All class groups will display.



Click the check box to select the desired class group(s) for the assigned task. Click again to deselect.

When a class group is selected, the entire class is automatically selected. To assign a task to specific individuals, deselect the class group. Click **Individual** from the drop-down list. A new list of all students in all class groups will display.

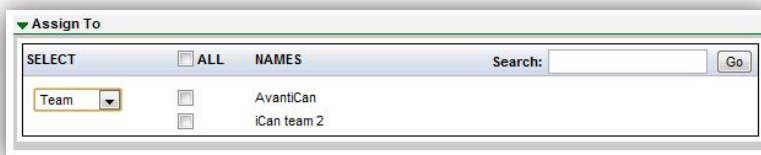


Any combination of groups, teams, and individuals may be selected.

If you have already selected a class group and then select **Individual**, students in the previously selected group will not appear in the individual list.

Click the check box to select the desired student(s) for the assigned task. Click again to deselect.

**Teams:** To assign the task to defined team(s), deselect (as appropriate) and select **Team** from the drop-down menu. For information on creating teams, please see the *Teacher: Managing Teams* quick guide.



Click the check box to select the desired student(s) for the assigned task. Click again to deselect.

7. Click the **I Can Statement** tab to associate I Can statements to the task and define the type of evidence required for the task. Select the desired **Domain** and **Proficiency Level** from the drop-down menus.

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Click the **Select** box associated with the main **I Can statement** (bolded) to select ALL sub-I Can statements.

Click the **Select** box associated with a sub-I Can statement to select or deselect individual sub-I Can statements. When selecting a sub-I Can statement, the main I Can statement is automatically selected. Once an I Can statement is selected, check marks appear in all evidence required boxes. Click the checkbox to deselect the type of evidence NOT required for the task.

**Assign a Rubric to the task:** Why associate a rubric to a task? As students view the assigned task, they will have a clear understanding how the task will be evaluated. As a teacher, you will have access to the associated rubric as you evaluate the submissions on the assigned task. Select the appropriate rubric from the drop-down list.

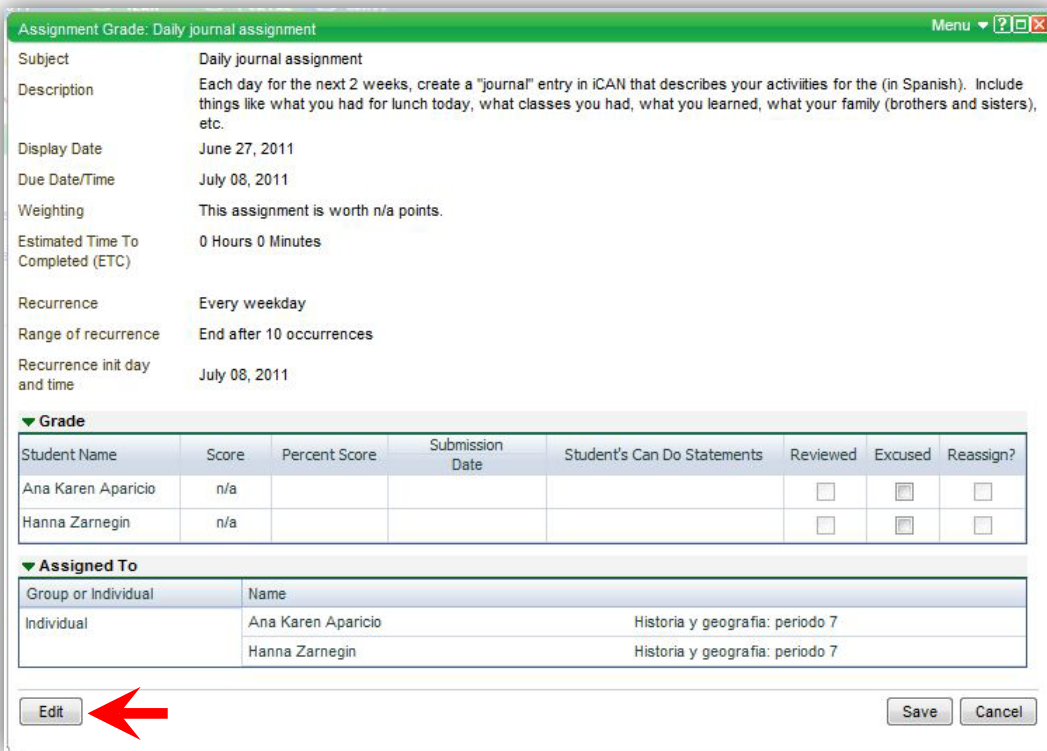
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8. Click [Post] to share with students. Note that students will be able to access any posted task on and after the Display Date defined for the task. To save the task as a draft version for later editing and posting, click [Save as Draft]. To return to the Task List without saving, click [Cancel].

## Change an existing task

1. Click the Assigned Tasks tab.
2. Select a class using the drop-down menu.
3. Default will display all tasks (current, completed, archived and draft)
4. Click the name of the task to edit.



5. Click [Edit] to make changes to the task.
6. Click [Post] to share with students. Note that students will be able to view any posted task on and after the Display Date defined for the task. To save the task as a draft version for later editing and posting, click [Save as Draft]. To return to the Task List without saving, click [Cancel].

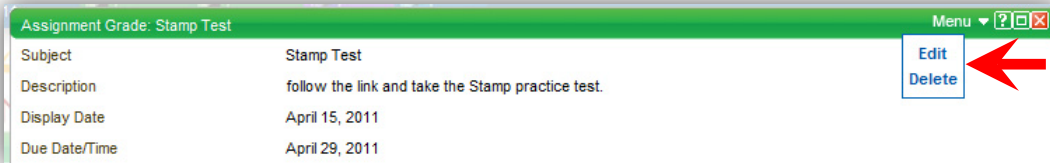
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## Remove a task

1. Click the Assigned Tasks tab.
2. Select a class using the drop-down menu.
3. Default will display all tasks (current, completed, archived and draft).
4. Click the name of the task to delete.
5. Click the word **Menu** in the heading/title bar.



6. Click **Delete**.



7. Click [Yes] in the confirm delete window to remove the assigned task. Click [No] to cancel.

