

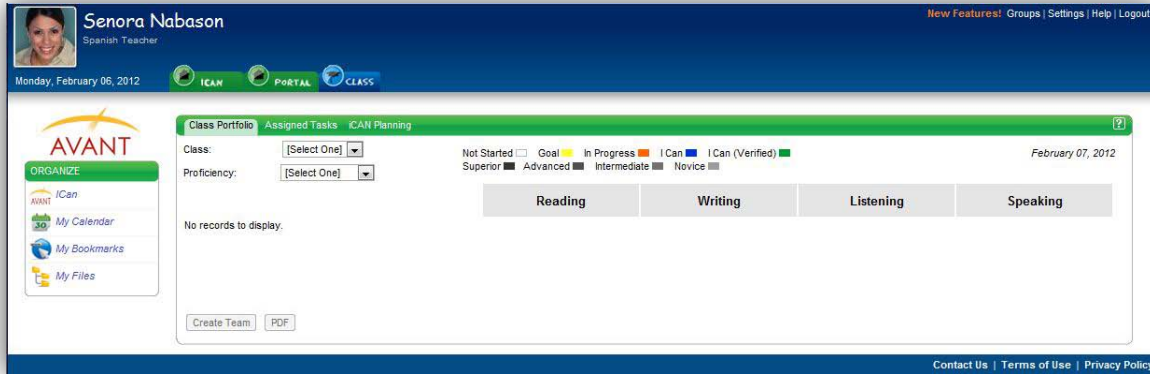
Quick Guide

**What are assigned tasks?**

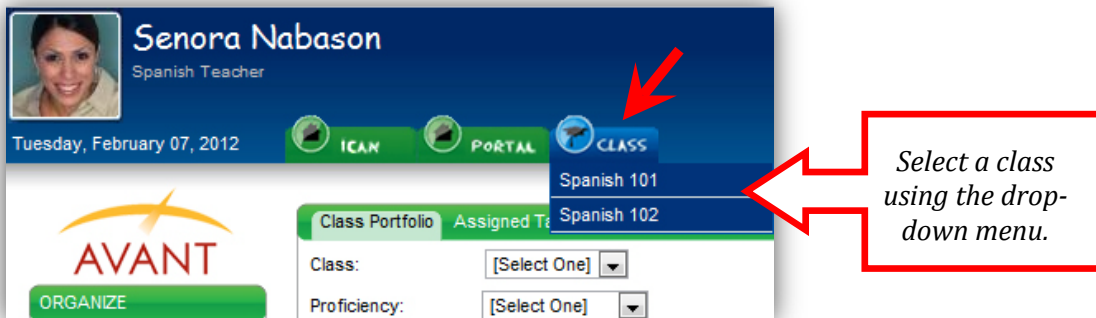
Tasks are activities for students to complete. Once tasks are assigned and available to students, the teacher will track student completion and evaluate student evidence. To learn about creating, changing and removing tasks, please see the *Teacher: Create Tasks Quick Guide*.

**Accessing Tasks**

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



2. Click the Class folder. Select a class using the drop-down menu.



3. Default will display current tasks.

Senora Nabason  
Spanish Teacher

Tuesday, February 07, 2012

ICAN PORTAL CLASS

Spanish 101 - Teacher's View

Current Assignments Completed Assignments Archived Assignments Draft Assignments

Select All	Due Date	Title	ETC	Attachment	Submitted/Overdue
<input type="checkbox"/>	09/09/2011	Speaking: Describe your family and friends.	None		6 / 2
<input type="checkbox"/>	09/16/2011	Speaking: Describe your personality.	None		5 / 4
<input type="checkbox"/>	09/16/2011	Speaking: Demonstrate that you can state y...	None		5 / 3
<input type="checkbox"/>	01/20/2012	Writing: Write a shopping list	None	(1)	2 / 6
<input type="checkbox"/>	01/26/2012	Reading: Identify items on a shopping list.	None	(1)	1 / 7
<input type="checkbox"/>	01/31/2012	Writing: Describe what you like to do on weekends.	None		1 / 8
<input type="checkbox"/>	02/24/2012	Listening: Where would you hear this conversation?	None	(1)	1
<input type="checkbox"/>	02/29/2012	Reading: Where would you find this?	None		1
<input type="checkbox"/>	02/29/2012	Speaking: Talk about what you like/dislike t...	None		4

GROUP TOOLS: Group Members, Group Reports, Controls

Bookmarks, Files

Manage assigned tasks here.

Spanish 101 - Teacher's View

Current Assignments Completed Assignments Archived Assignments Draft Assignments

Select All	Due Date	Title	ETC	Attachment	Submitted/Overdue
<input type="checkbox"/>	09/09/2011	Speaking: Describe your family and friends.	None		6 / 2
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<input type="checkbox"/>	02/24/2012	Listening: Where would you hear this conversation?	None	(1)	1
<input type="checkbox"/>	02/29/2012	Reading: Where would you find this?	None		1
<input type="checkbox"/>	02/29/2012	Speaking: Talk about what you like/dislike t...	None		4

Clear Selected Delete Selected

### Interpreting elements and colors

1. **Assigned tasks in red:** These are assigned tasks that some students have not yet submitted that are past the defined due date. Submitted/Overdue provides a quick summary of the number of students who have submitted the assigned task, and those who still have yet to do so.

## Quick Guide

2. The envelop icon allows you to send an email message to students who have yet to complete the assigned task. ***This feature is NOT fully implemented.***
3. **Assigned tasks in blue:** These are assigned tasks that are currently under way, but not yet due.
4. **Assigned tasks in green:** These are tasks that are not yet assigned. **Assigned** means that today (the current date) falls within the task display date and due date window. These tasks are to be **assigned** sometime in the future.
5. At a glance in the above sample screen, you can tell four of the assigned tasks include attachments for students to use as they complete the assigned task.
6. **ETC:** Estimated Time to Complete.

## Tabs

**Current Assignments:** Assigned tasks that are available for students to complete. Available means that today's date is within the display date and due date window assigned to the task.

**Completed Assignments:** Tasks that all assigned students have completed.

**Archived Assignments:** Tasks that you have archived. Instructions for archiving tasks are included in the **Teacher: Archive Quick Guide**.

**Draft Assignments:** Tasks created and saved as draft. These tasks are not available to students to complete.

## Quick Guide

### View and evaluate student submissions

1. Click the name of the desired assigned task.

**Assigned Task information**

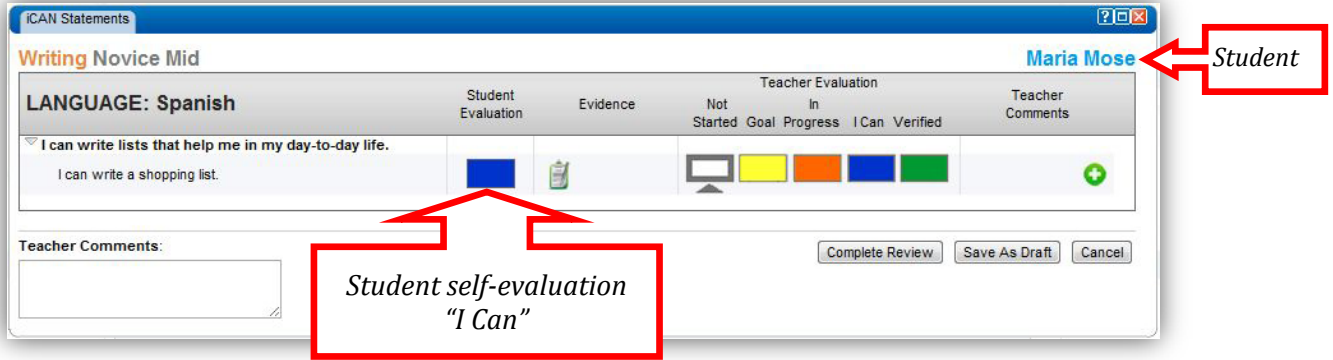
**Attachments**

*Student submitted evidence  
View Draft indicates student has saved a draft, but not a FINAL version.*

Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
Jeremy Braye				<a href="#">View Draft</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selena Brennen			10/13/2011 09:49 PM	<a href="#">View</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Chen					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayla Dean					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Fuller					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jasmine Hendrickson					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanner Hughes					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Mose			02/07/20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. The assigned task information displays at the top of the screen, followed by a list of the students who were assigned the task.
3. A **View** link will display in the **Student's I Can Statements** column once the student has submitted an assigned task. Click **View** to review the submission.

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EVALUATION

<input checked="" type="checkbox"/>	I Can (Verified)
<input checked="" type="checkbox"/>	I Can
<input checked="" type="checkbox"/>	In Progress
<input checked="" type="checkbox"/>	Goal
<input checked="" type="checkbox"/>	Not Started


Student Self-Evaluation indicates how the student rated his/her submission. In this example, the student has marked the assignment as **I Can**.

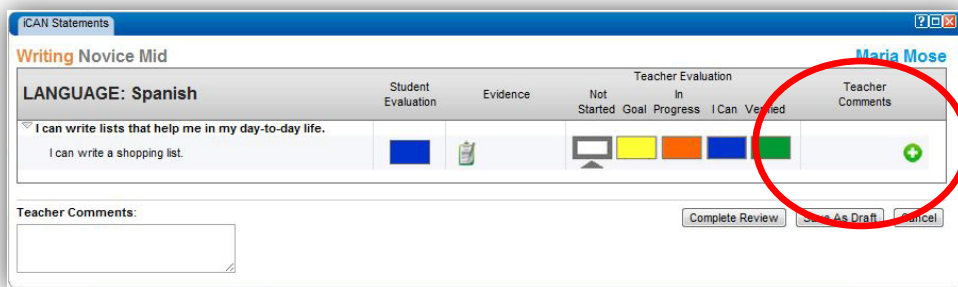
After viewing the submission, click the color that corresponds to the appropriate evaluation level.

- To view the evidence, click the icon in the **Evidence** column. Then click the link.



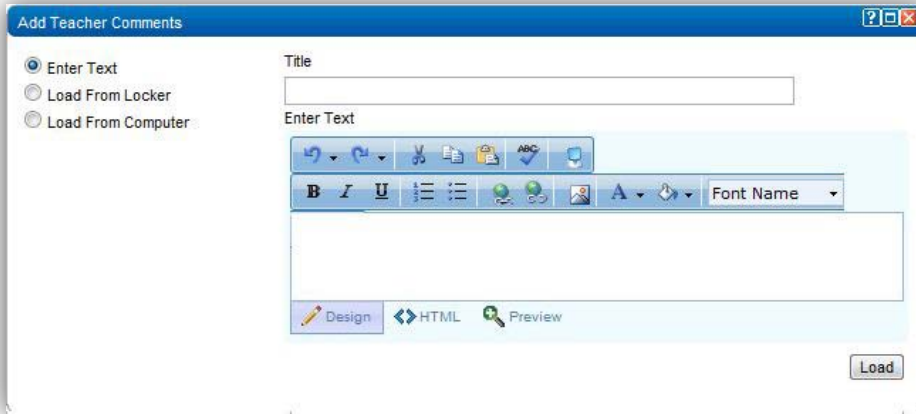
Be sure to be explicit in defining the requirements for the task so that the student understands the assigned tasks and meets your expectation.

- To provide feedback on the submitted evidence, click the  icon in the **Teacher Comments** column.



Quick Guide

Feedback may 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**.



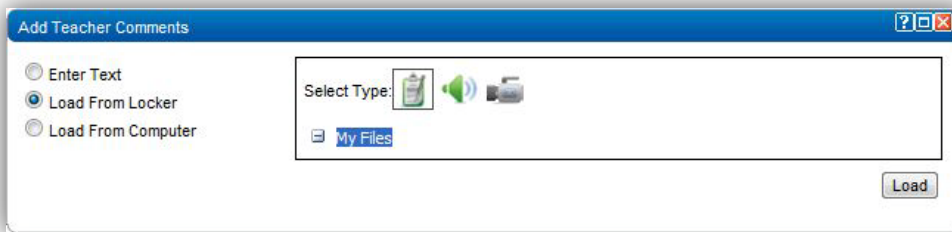
**Enter Text:**

**Title:** The title is the description that will display in the list of comments. 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 feedback to the assigned task.

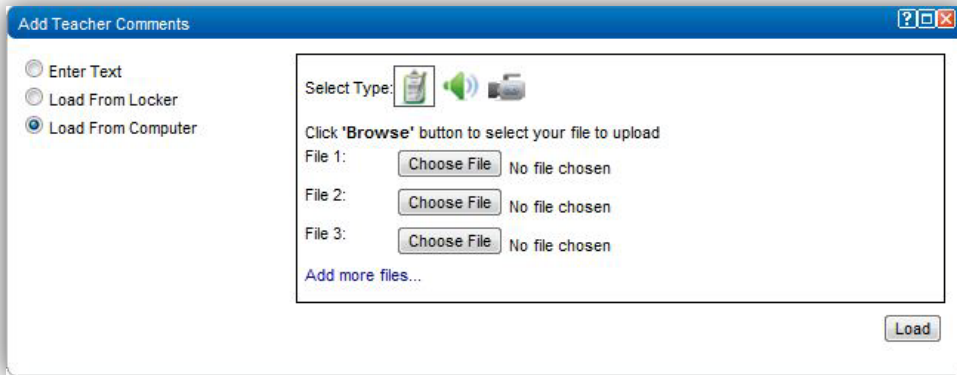
**Load from Locker:** To add feedback previously stored to *My Files*, click the radio button **Load from Locker**. How does content get into your personal locker? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN<sup>®</sup>.



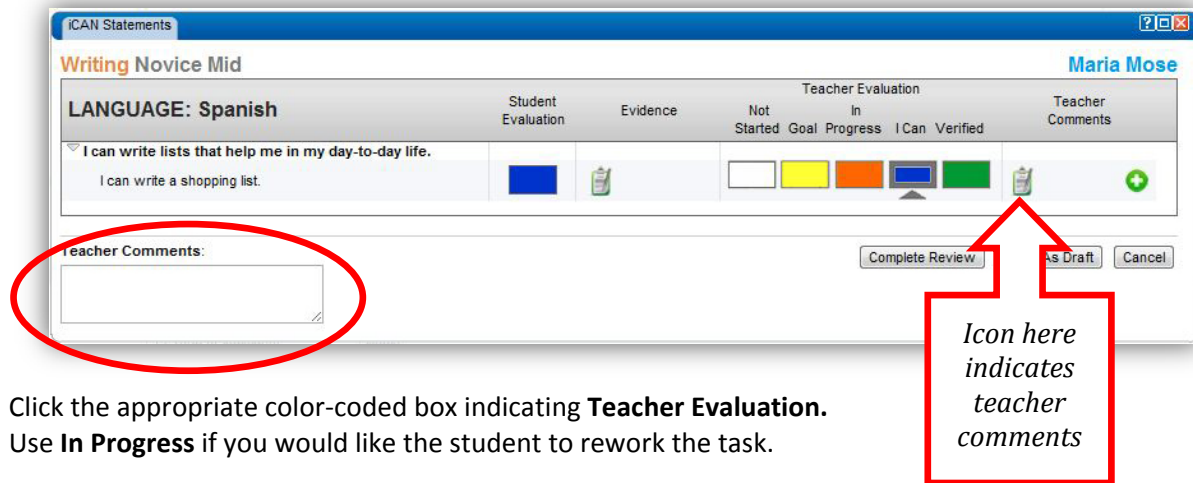
Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon.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

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



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.



Click the appropriate color-coded box indicating **Teacher Evaluation**. Use **In Progress** if you would like the student to rework the task.

Use **Verified** to indicate the assignment is acceptable.

**Teacher Comments:** Comments entered in the Teacher Comments box may be revised at any time.

Click [Save as Draft] to save the evaluation without publishing to the student. **If you are not ready to publish the feedback to the student**, click [Save as Draft] to continue working on it later.

Click [Complete Review] to save and publish to the student.

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Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
Jeremy Braye	<input type="text"/>			<a href="#">View Draft</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selena Brennen	<input type="text"/>		10/13/2011 09:49 PM	<a href="#">View</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Chen	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayla Dean	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Fuller	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jasmine Hendrickson	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tanner Hughes	<input type="text"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maria Mose	5.00	100%	02/07/2012 01:41 PM	<a href="#">View</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Score:** If the task was created with a point value, enter the **Score** for each student. iCAN® will calculate the **Percent Score**.

Click the box in the **Reassign** column to reassign the task to the student. Reassigning the task allows the student to post additional evidence. If checked, click to deselect.

Click the box in the **Excused** column to excuse a student from the task. If checked, click to deselect.

Click [Save].

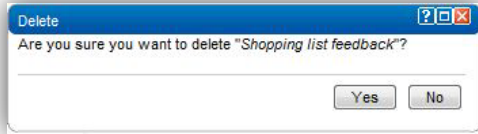
## Removing feedback

- To remove associated feedback, click the comments icon in the **Teacher Comments** column.

- Click the appropriate evidence icon to display the uploaded comments. Click the trash can icon next to the comment you wish to remove.

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

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4. Click [Yes] remove the selected comment. The comment will be removed the student's assigned task feedback. To keep the selected comment, click [No].