

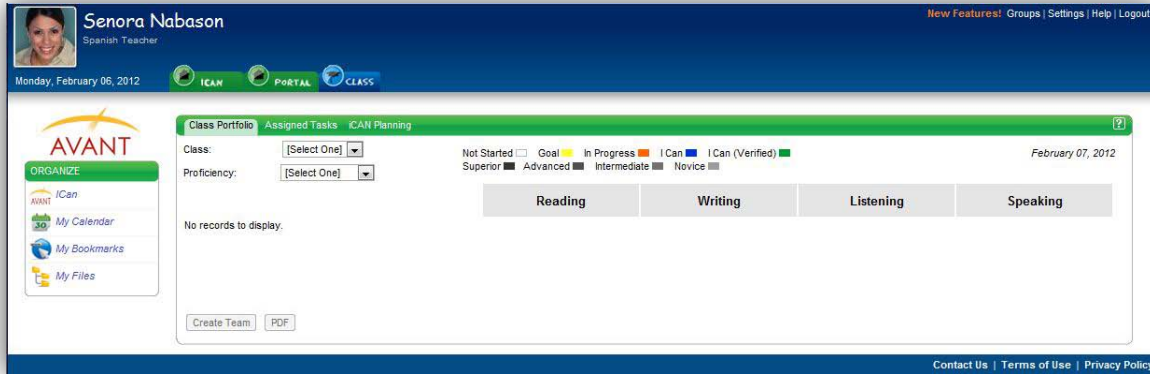
Quick Guide

What are assigned tasks?

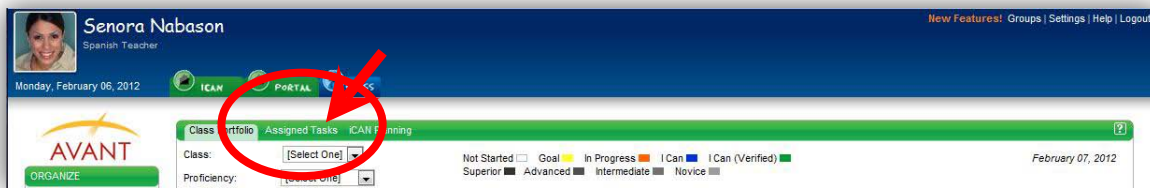
Tasks are activities for students to complete. Once tasks are assigned and available to students, the teacher will track student completion and evaluate student evidence. To learn about creating, changing and removing tasks, please see the *Teacher: Create Tasks Quick Guide*.

Accessing Tasks

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



2. Click the Assigned Tasks tab.



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



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

Quick Guide

Due Date	Title	Status	Attachment	Submitted/Overdue
09/09/2011	Speaking: Describe your family and friends.	Current		6 / 2
09/16/2011	Speaking: Demonstrate that you can state your name, age and where you are from.	Current		5 / 3
09/16/2011	Speaking: Describe your personality.	Current		5 / 4
01/20/2012	Writing: Write a shopping list	Current	📎 (1)	2 / 8
01/28/2012	Reading: Identify items on a shopping list.	Current	📎 (1)	1 / 7
01/31/2012	Writing: Describe what you like to do on weekends.	Current		1 / 8
02/24/2012	Listening: Where would you hear this conversation?	Current	📎 (1)	1
02/29/2012	Speaking: Talk about what you like/dislike to do after school, where you go, what you do.	Current		4
02/29/2012	Reading: Where would you find this?	Current		1

Interpreting elements and colors

- Assigned tasks in red:** These are assigned tasks that are past due that some students have not yet submitted. 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.
- 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.**
- Assigned tasks in blue:** These are assigned tasks that are currently under way, but not yet due.
- Assigned tasks in green:** These are tasks that are not yet assigned. **Assigned** means that the current date (today) falls within the task display date and due date window. These tasks are to be **assigned** sometime in the future.
- 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.

Status

Current: Assigned tasks that are available for students to complete.

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

Archived: Tasks that you have archived. Instructions for archiving tasks are included in the *Teacher: Class View Group Tools Quick Guide*.

Completed: Tasks that all students have completed.

Quick Guide

View and evaluate student submissions

1. Click the desired assigned task.

Assignment Grade: Speaking: Describe your personality.

Subject: Speaking: Describe your personality.
 Description: Provide an audio or video file that describes four or five characteristics of your personality.
 Display Date: August 30, 2011
 Due Date/Time: September 16, 2011
 Weighting: This assignment is worth 15.00 points.
 Estimated Time To Completed (ETC): 0 Hours 0 Minutes

Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
Jeremy Braye			08/30/2011 05:24 PM	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selena Brennen			02/07/2012 01:27 PM	View	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student Chen					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kayla Dean			10/04/2011 11:50 AM	View	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adrian Fuller				View Draft	<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			02/07/2012 01:27 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assigned To

Group or Individual	Name
Group	Spanish 101

View link indicates student submission.
View Draft (not shown) indicates student has saved a draft, but not a FINAL version.

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.

iCAN Statements - Rubrics

Speaking Novice Mid Selena Brennen

LANGUAGE: Spanish

I can present personal information about myself and others using words and phrases.	Student Evaluation	Evidence	Teacher Evaluation			Teacher Comments
			Not Started	In Progress	I Can Verified	
I can describe my personality.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Teacher Comments:

Student self-evaluation

Student

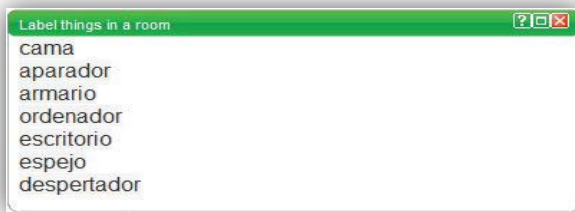
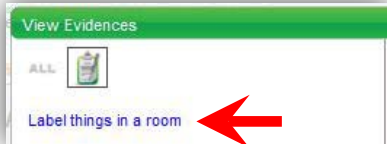
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Student Self-Evaluation on the task indicates how the student rated his/her submission. In this example, the student has marked the assigned task as *I Can*.

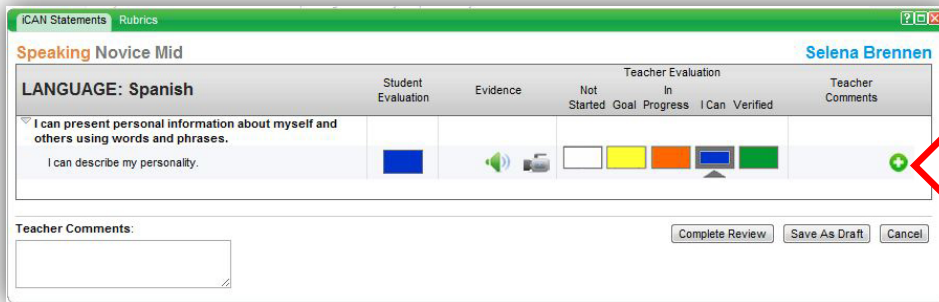
After viewing the submission, click the color that corresponds to the appropriate evaluation.

- 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.

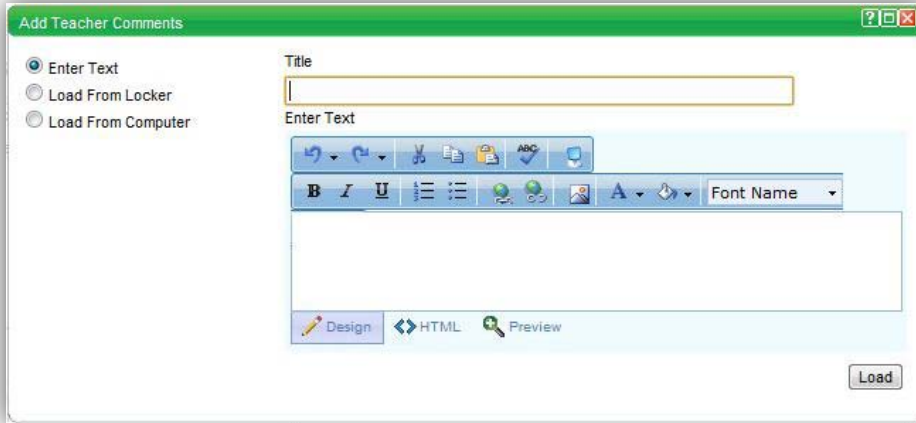
- To provide feedback on the submitted evidence, click the  icon in the **Teacher Comment** column.



Click  to add comment

- 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**.

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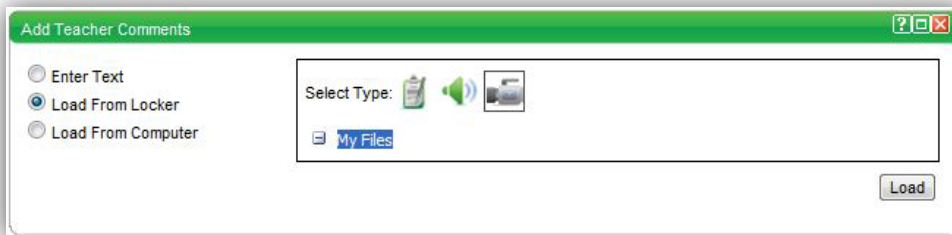
Enter Text:

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.

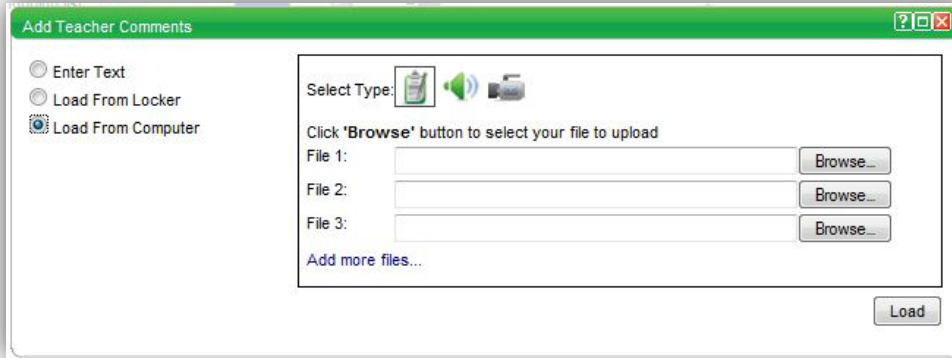
Load from Locker: To add feedback previously stored to *My Files*, click the radio button **Load from Locker**. How does content get into your personal locker? Use the utility *My Files* in the left menu to add file to your personal storage location within iCAN[®].



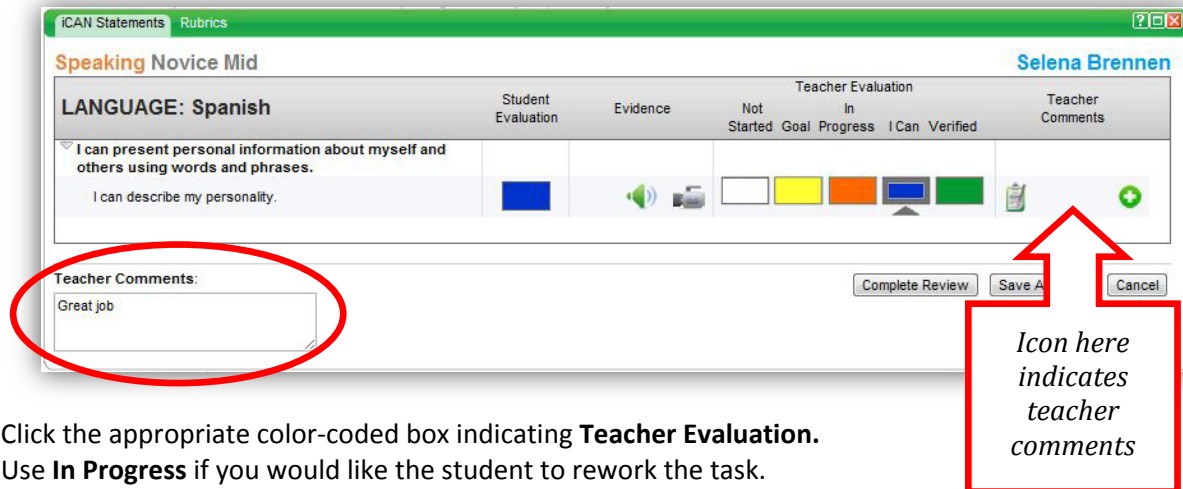
Click the appropriate icon for the type of content. Stored files will appear under **My Files**. Click the appropriate icon for the type of content to upload. Word documents, text files, images, etc. are stored under the clipboard, audio files under the speaker, and movies under the video camera icon.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

Load from Computer: To add comments 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.



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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Grade

Your grades were saved.

Student Name	Score	Percent Score	Submission Date	Student's iCAN Statements	Reviewed	Excused	Reassign?
Jeremy Braye	<input type="text"/>			View Draft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Selena Brennen	<input type="text"/>		10/13/2011 09:49 PM	View	<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	View	<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].

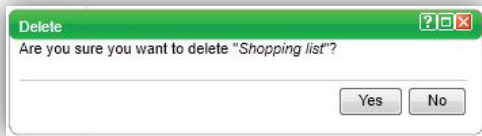
Removing feedback

- 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.

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3. 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.



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].