

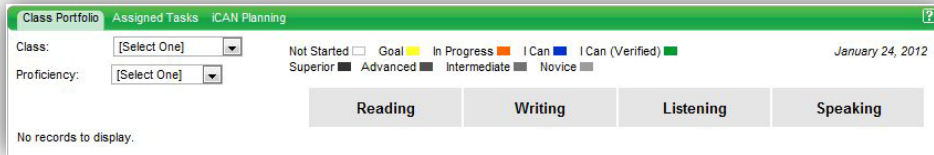
Quick Guide

What is a team?

The Teacher can group students into teams by strengths, needs or interests; and create tasks for specific teams of students.

Accessing iCAN[®]

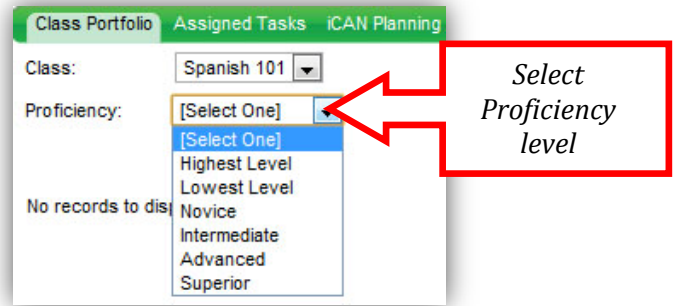
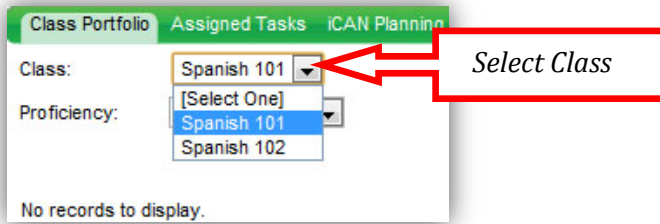
1. Open an Internet browser and go to <http://ican.avantassessment.com>. Login into iCAN[®].



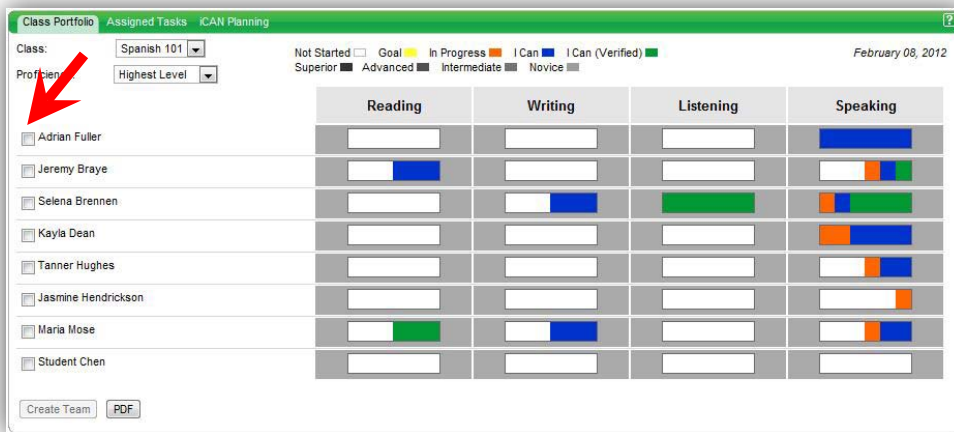
The default view is the **Class Portfolio**.

Select the **Class** from the dropdown list.

Select the **Proficiency** level from the dropdown list.



Creating a new team

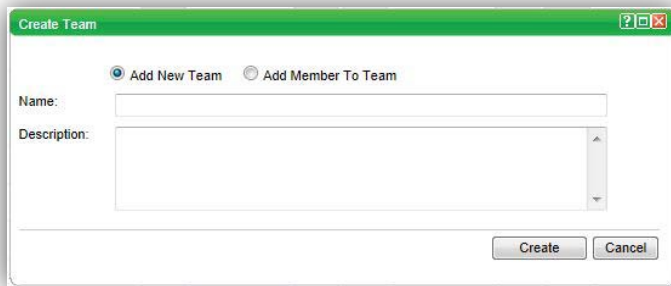


1. To select individual students from a class, click the check box to the left of the student's name.

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2. Once a student is selected, the [Create Team] button is activated. Click [Create Team].



3. Click the **Add New Team** radio button (default).
4. Enter the name of the group and a brief description.
5. Click [Create] to add the team. Click [Cancel] to exit without creating a new group.

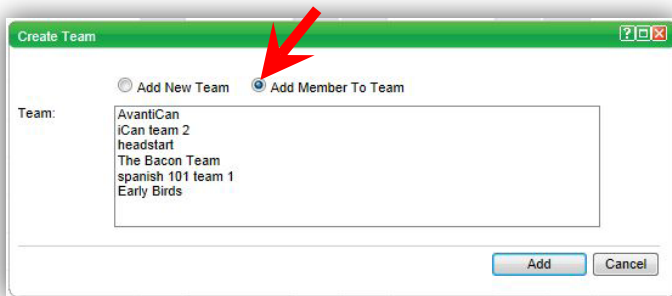
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Adding students to an existing team

1. Click the check box to the left of the student's name to select.
2. Once a student is selected, the [Create Team] button is activated. Click [Create Team].



3. Click the **Add Member to Team** radio button.



4. Click to highlight the existing team to which you wish to add the selected student(s).
5. Click [Add] to add the student(s) to the selected team. Click [Cancel] to exit without creating a new group.

Assigning tasks to a team

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]. Continue to step 5 below.

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). Click the existing task name.
4. Click [Edit]. Continue to step 5 below.

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Continue here for all tasks (new or existing)

5. In **Assigned to:** Click Team. The available teams will display.



Click the check box to select the desired class team for the assigned task.
Click again to deselect.

When a team is selected, the all individuals in the team are automatically selected.

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

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