

Task

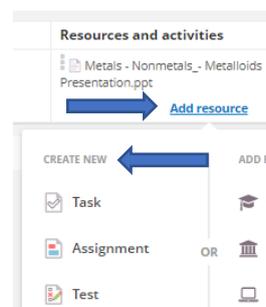
Task is a new feature in Fronter 19. It can be used in many ways, like to assign homework and assess students on non-digital submissions - such as oral presentations or artwork. At the end of this document, you'll find more examples of when you might want to use this feature.

If you want your students to hand in material digitally, you should use the *Assignment* tool instead.

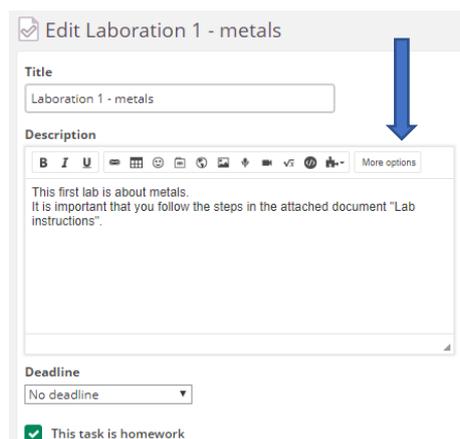
Create a task

1. Go to the course menu and *Plans* and choose a plan.
2. Then click on the link *Add resources* and then *Task*.

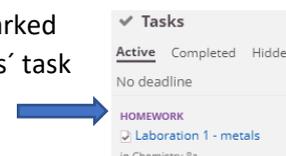
Note: You can create a Task directly under *Resources* if you want to add the task to a plan later.



3. Write a title and description. In the tool box within the description field you'll find functions like add picture, embed content and record audio/video. Click the *More options* button to see even more great tools.



4. Choose if a *Deadline* is relevant for this task, and if you want it to be marked as *Homework*. Tasks marked as homework will be visible in the students' task list on the homepage and in the course overview.



For more options, click this [Show more options](#) link. You can add documents and set up assessment options here, if they are relevant for the task.

The default setting is that students can mark tasks as completed. The teacher can choose to add an assessment scale and/or learning objectives instead.

Assess and evaluate

- Track whether the task has been completed
 - Also allow participants to set completion
- Assess task with an assessment scale

Learning objectives

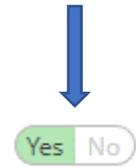
[Add learning objectives](#)

Examples of when to use the task feature

Homework

When you want to give students homework with a deadline and be able to include documents, videos, links etc. within the description. Students can mark when they have completed the homework with a toggle bar and the teacher can keep track of who has and hasn't done the homework.

The screenshot shows a task titled "Metals - Presentation". At the top, there is a toggle bar for "Have you completed this task?" with "No" selected. Below this is a "Description" section with text: "Open and go through the attached PowerPoint presentation about metals. We will discuss this during our next lesson." To the right is an "Information" section: "Published 04 March 2019 by Everts, John", "HOMEWORK", "Deadline: 13 March 2019 23:59", and "This task is mandatory". In the center is an image of various metal samples labeled: Brass, Aluminium, Cast Iron, Bronze, Metal Shingle, Steel, and Copper. At the bottom, a "Files" section contains a PowerPoint file named "Metals.pptx".



Assess offline tasks

Task is useful for assessing students on work that is performed outside the digital platform - like playing an instrument or an oral presentation.

The screenshot shows a task titled "Laboration 1 - metals". The "Description" section says: "This first lab is about metals. It is important that you follow the steps in the attached document 'Lab instructions'". The "Information" section says: "Published 13 February 2019 by Adnan, Admin", "This task is mandatory", and "Assessments are not available. Make available". Below is a "Participants" section with a table:

Name	Completed
Anderson, Emma	Completed
Bertram, Adam	Completed

Oral presentation

You will perform a speech in class for 2 min. Read full instructions in the attached file and watch video below for inspiration. If you want to record the speech at home, let me know.



Flipped classroom

Let's say you want your students to prepare for the next lesson, for example, by watching an instructional video. Create a task, embed the video and set a deadline. The students will see it in their task list and can let you know when they're done with a click of a button! You can also add a file if you want them to go through a PowerPoint, for example.

Video - Solving equations

The screenshot shows a task titled "Video - Solving equations". At the top, there is a toggle bar for "Have you completed this task?" with "No" selected. Below this is a "Description" section with text: "Watch this video before our lesson on Friday. When you're done you mark it as completed." Below the description is a video player with a play button in the center. The video title is "Algebra Basics: Solving Basic Equations - An Equation is like a Balance Scale". The video shows a man in a blue t-shirt standing next to a balance scale.