# Creating Learning Task from a Template

Three templates have been created, that can be used when generating new Learning Tasks, that align with the current reporting process at Norwood. These templates are for:

- Major Learning Tasks (Year 7-10)
- VCE Outcomes
- VCE Semester Examination

To use these, click on 'add Learning Task from template' within your class Learning Tasks or 'Add Content → Learning Task from template' from the drop-down box in School Resources.

Note: when creating Learning Tasks for a group of classes, please ensure these are created and pushed out from School Resources.
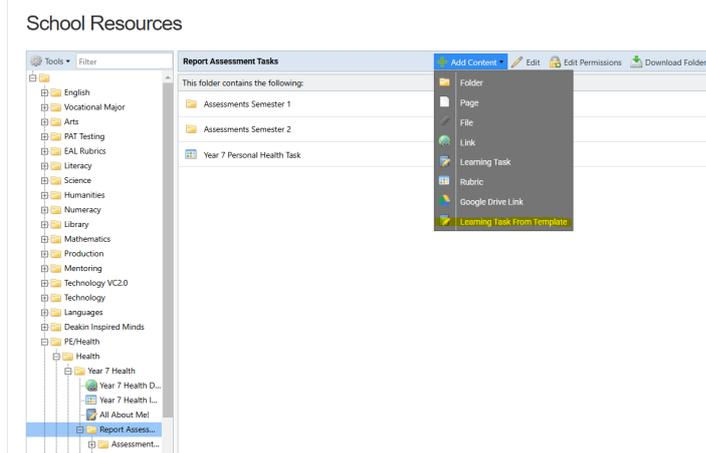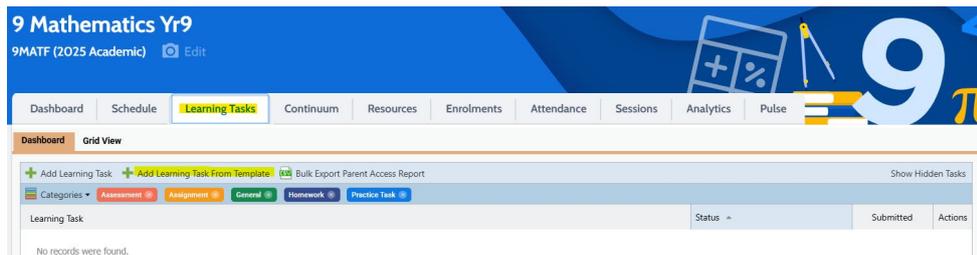

It will then take you to this screen, where you need to select which template you wish to adapt.
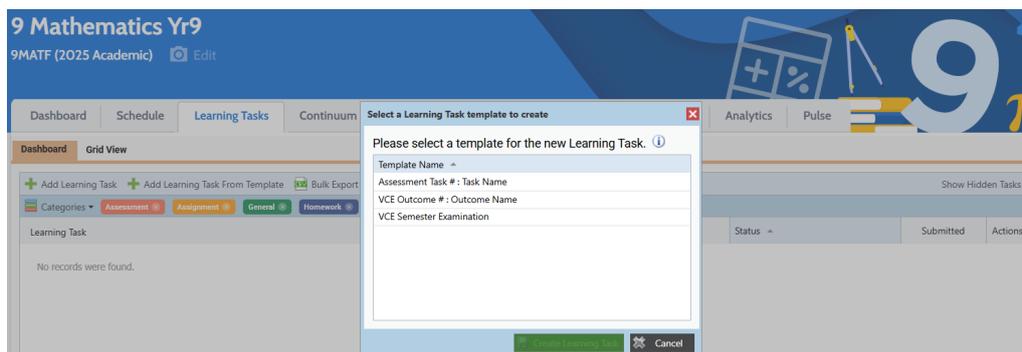
Once you have selected the correct template, you will need to update the relevant sections.
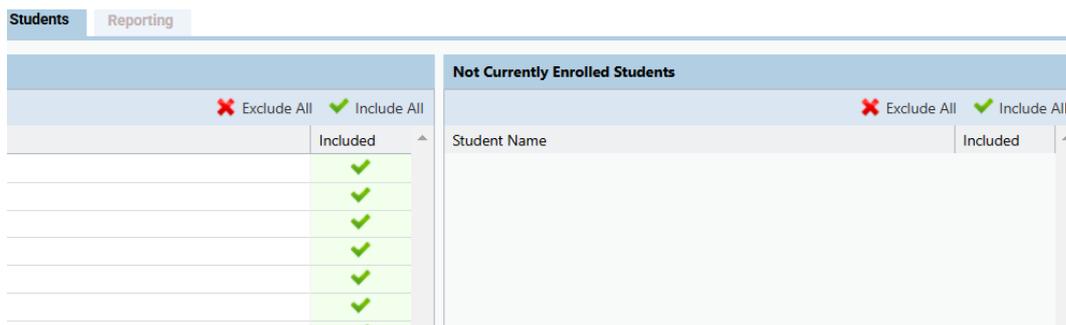
These include:

- The name of the assessment
- The due date and time (the submission time for a Learning Task should be no later than 8:00pm)
- Specific information about the Learning Task which will be highlighted in yellow
- Any attachments required to complete the task
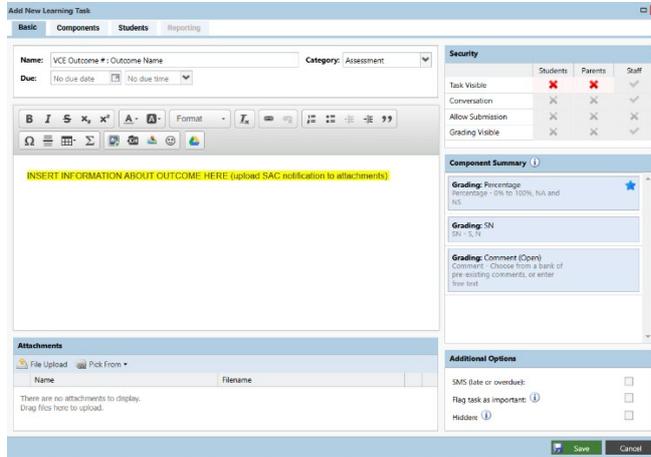
You will also need to update the Reporting tab to reflect the Title for the report, as well as the task description. It is important that these are correct, as they will show on the Semester reports.
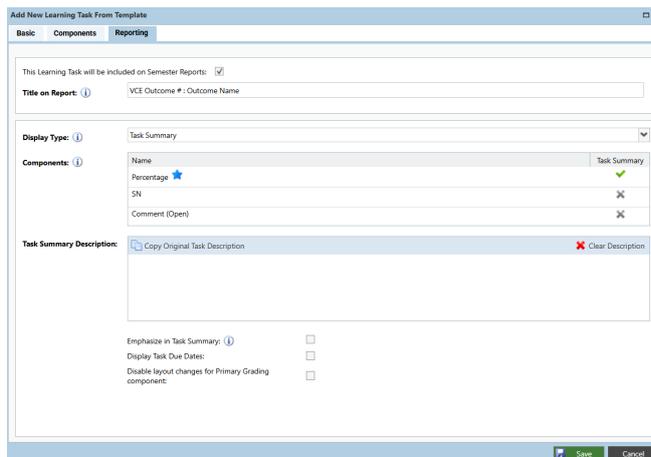
The 'Students' tab within the Learning Task is to include or exclude any students from the Learning Task. This will need to be completed once the Learning Task has been pushed from School Resources or set up within your class page. To include a student the green tick needs to be visible and to exclude a student a red cross need to be next to their name.
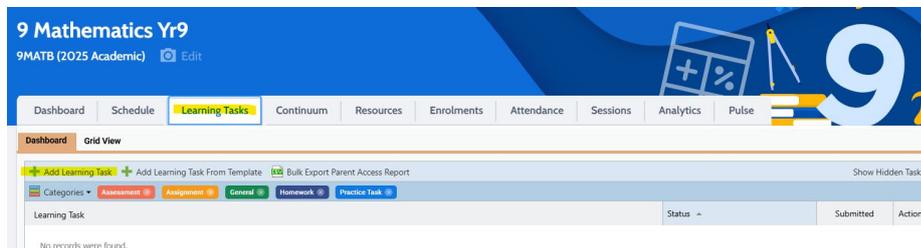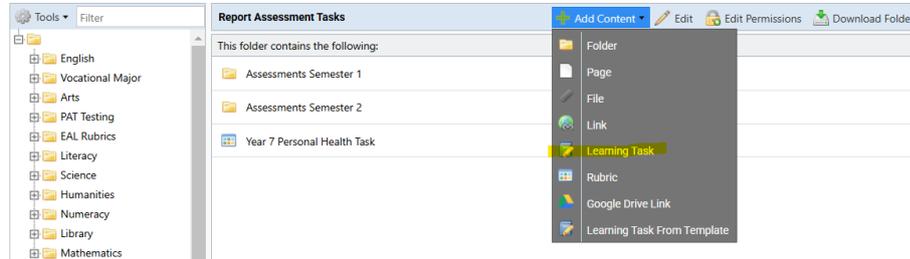
Creating a Learning Task Without a Template

You can create your own Learning Task within School Resources or the Learning Task tab of your classes. Both options are shown below -

Note: when creating Learning Tasks for a group of classes, please ensure these are created and pushed out from School Resources.

It will then take you to this screen -

When creating a Learning Task, the first step is to set up the 'Basic' tab of the learning task, with the below information:

- The Name of the assessment
- The Category of the assessment
- The due date and time (the submission time for a Learning Task should be no later than 8:00pm)
- Specific information about the Learning Task
- Any attachments required to complete the task

Under the 'Basic' tab, you will also be able to change the security settings (see below), to update Task, Conversation, Submission and Grading visibility. This can be done by clicking on the red cross or green tick within each of those boxes. If the red cross is showing that section is not visible, if the green tick is showing, that section is visible. These measures can be different for Students, Parents and Staff.

Once you have set up the 'Basic' tab, you can click on the 'Components' tab to select the options of how you wish to report on the task. **All Norwood Major Assessment Tasks are required to have an S/N component and a percentage result.** Staff an encouraged to include comments in their feedback.

The 'Students' tab within the Learning Task is to include or exclude any students from the Learning Task. This will need to be completed once the Learning Task has been pushed from School Resources or set up within your class page. To include a student the green tick needs to be visible and to exclude a student a red cross need to be next to their name.
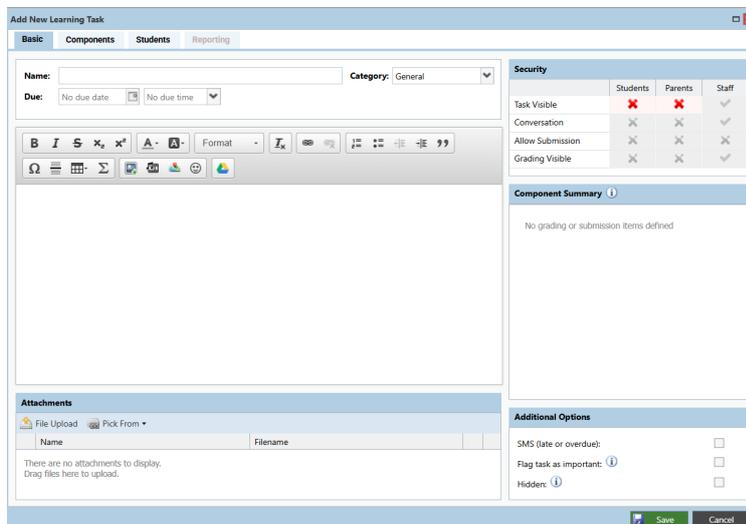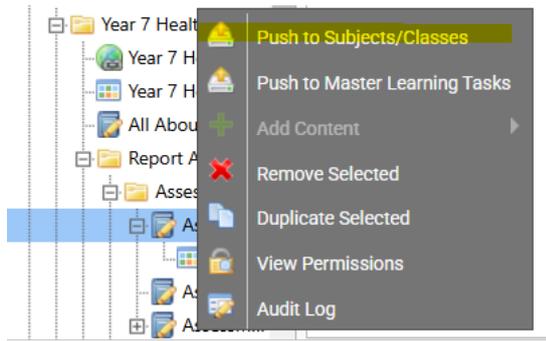
## Pushing a Learning Task Out to Classes from School Resources

Once you have created your Learning Task in School Resources, it will need to be pushed out to the relevant classes. To do so, you need to right click on the relevant Learning Task in School Resources and click on 'Push to Subjects/Classes'.

From here, ensure you link the Report to the correct reporting cycle, by clicking on the drop-down box and selecting the relevant cycle (see below)
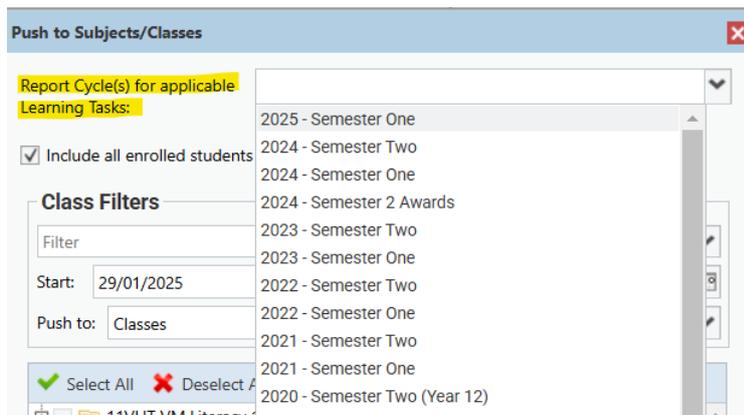
Next, you will need to select the classes you want to push the Learning Task out to. Type the class code into the 'Filter' section and then tick all relevant classes.
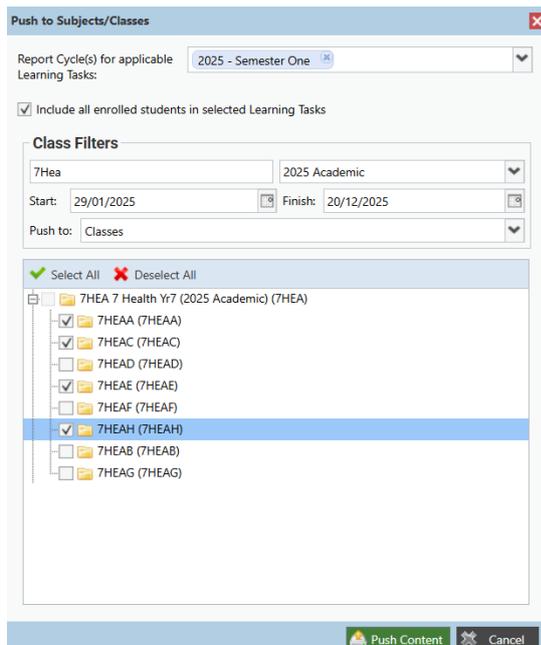
Once you have selected the correct classes, click 'Push Content' and the Learning Task should now be visible to Staff within the Learning Task tab of class pages.