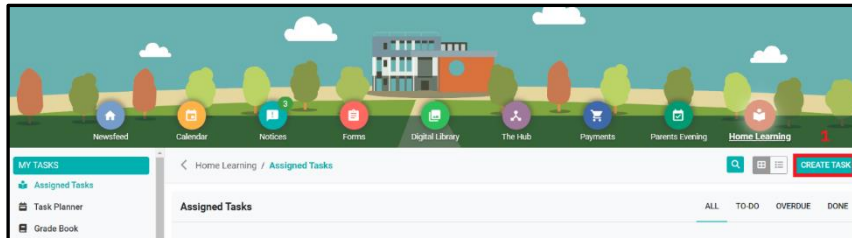
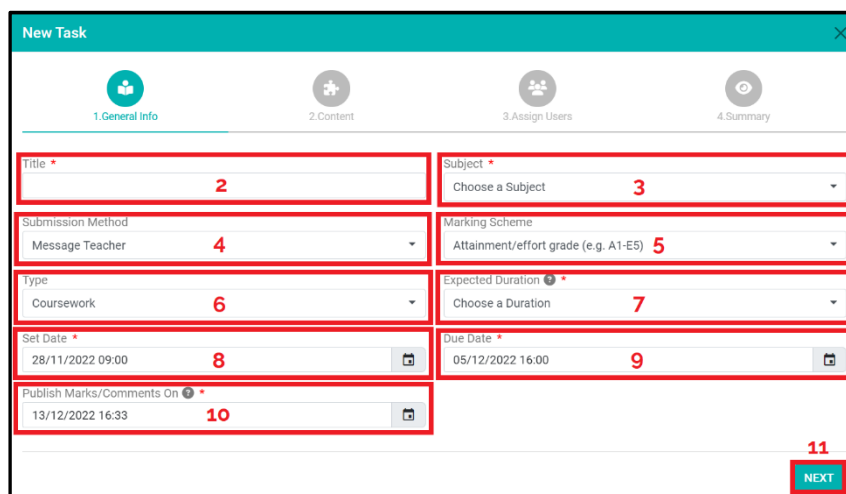


How to set a simple Home Learning task

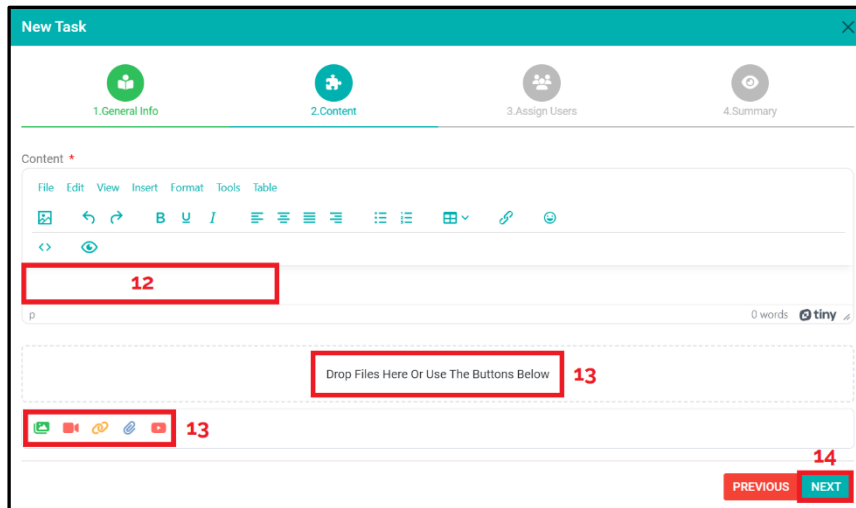
- 1) Click 'Create Task.'



- 2) Type a 'Title.'
- 3) Choose a 'Subject.'
- 4) Set the 'Submission Method' to 'Submit in Class.'
- 5) Choose a 'Marking Scheme.'
- 6) Choose a 'Type.'
- 7) Choose an 'Expected Duration.'
- 8) Click 'Set Date' to choose a start date for the task to be published.
- 9) Click 'Due Date' and choose a date for the task to be submitted by.
- 10) Choose a date to 'Publish Marks/Comments On.'
- 11) Click 'Next.'



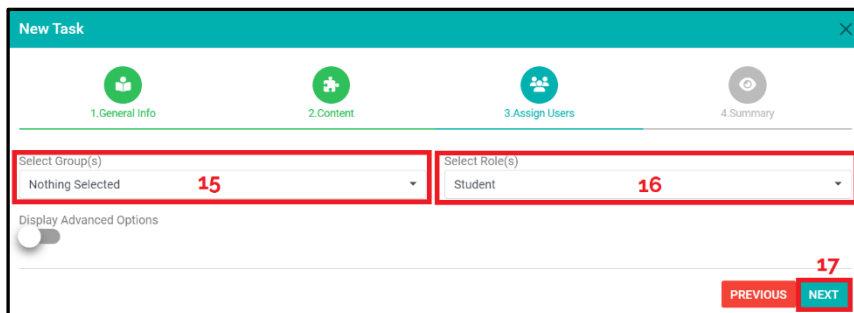
- 12) Type any instructions for students in the 'Content' box.
- 13) Insert any files into the box which says, 'Drop Files Here Or Use the Buttons Below.'
- 14) Click 'Next.'



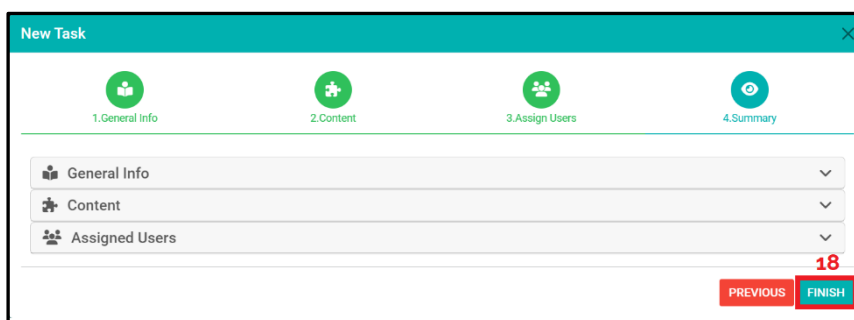
15) In 'Select Group(s),' choose the group(s) to assign the task to.

16) In 'Select Roles,' leave 'student' checked (NB: Parents do not need to be selected as they will be able to see the task if they have access to Home Learning).

17) Click 'Next.'



18) Check the summary and click 'Finish.'



19) Click 'Publish Task.'

