

## STAFF GUIDANCE ON USING MY STUDIES TASKS

<b>SUMMARY</b> .....	<b>1</b>
<b>WHAT IS PROPOSED</b> .....	<b>1</b>
<b>WHY IS THIS BEING PROPOSED</b> .....	<b>2</b>
<b>HOW CAN THIS BE ACHIEVED</b> .....	<b>2</b>
ASYNCHRONOUS ACTIVITIES.....	2
KEY FUNCTIONALITIES OF MY STUDIES TASKS.....	2
<b>INFORMATION FOR MODULE INSTRUCTORS</b> .....	<b>2</b>
HOW TO ADD THE TASK TOOL TO A MODULE DASHBOARD.....	3
HOW TO ADD A TASK.....	3
HOW TO EDIT A TASK.....	4
HOW TO VIEW TASK PROGRESS.....	5
<b>INFORMATION FOR STUDENTS</b> .....	<b>5</b>
HOW STUDENTS ACCESS AND VIEW ALL THEIR MODULE TASKS.....	5
HOW STUDENTS ACCESS AND VIEW THEIR MODULE TASKS WITHIN A MODULE.....	6
HOW TO MARK A TASK AS COMPLETED (IN EITHER ALL TASKS OR SPECIFIC MODULE VIEW).....	7

### SUMMARY

This document presents the rationale and method for using the **My Studies Tasks** tool to measure and record progress of asynchronous learning activities.

### WHAT IS PROPOSED

For Semester Two staff are being asked to use the **My Studies Tasks** tool as a form of communicating to students their asynchronous pre- and post-activity tasks.

This is a measure taken in response to student feedback through the *Checking In* survey and the Brighton Students' Union on the current blended delivery mode, where there is a more complex variety of synchronous and asynchronous activities for students to engage with. To help students organise their time we need to communicate their tasks and activities as clearly, simply and consistently as possible.

## WHY IS THIS BEING PROPOSED

This practice aligns with the institution's Digitally Enabled Learning Principle 3: Well Organised Learning. This practice upholds the importance of clearly communicating to students through well-structured and signposted **My Studies** folders and study materials. Huge staff efforts have prioritised developing a wealth of high-quality asynchronous teaching materials. Our attention now needs to turn to helping students navigate and juggle the variety of tasks, assignments and activities in both the live synchronous and remote asynchronous delivery modes.

## HOW CAN THIS BE ACHIEVED

Guidance is now given for including information in the **My Studies** task tool for each module, and the key functionalities of Task to make things simpler for students to understand what is required of them. This document outlines how to add asynchronous tasks to the Tasks widget in **My Studies**.

## ASYNCHRONOUS ACTIVITIES

- For each module, add asynchronous tasks into the relevant module task as '*Pre-Activity Tasks*' or '*Post-Activity Tasks*'
- Announce the asynchronous tasks with a minimum of two-days' notice before the associated synchronous activity, but ideally closer to 7 days (or the appropriate period) to give students enough time to complete the tasks
- Include an indicative study time for how long it will take to complete in brackets *e.g.*, '*Pre-Activity Task: complete Learning Theories Nearpod (45 mins)*'
- Identify a weekly rhythm of when to set your asynchronous tasks between the Module leaders across each course level, so as to avoid clashes

## KEY FUNCTIONALITIES OF MY STUDIES TASKS

- Each Module has its own tasks list
- Students can view tasks per module or see all tasks across all their modules/course on their **My Studies** Home page
- Students can update their progress on each task ('not started', 'in progress' or 'complete')
- Instructors can access an overview to track student engagement with tasks

## INFORMATION FOR MODULE INSTRUCTORS

Information for module instructors

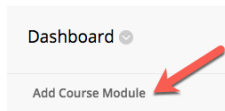
The following sections provide information for module leaders and instructors on how to enable the task tool for their modules, how to add tasks and viewing the progress of task. More information about tasks can be found at:

<https://help.blackboard.com/Learn/Instructor/Performance/Tasks>

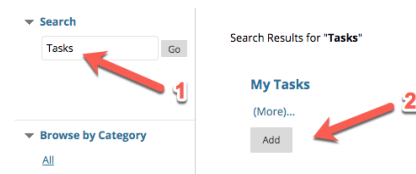
## HOW TO ADD THE TASK TOOL TO A MODULE DASHBOARD

The Tasks tool can be added as widget to any Module instance dashboard. To add the task tool:

- Click the *Dashboard* menu item
- Click **Add Course Module**



- In the search box type *Tasks* (1)
- Click **Go** to search for the Tasks widget
- Click **Add** under the *My Tasks* widget (2)

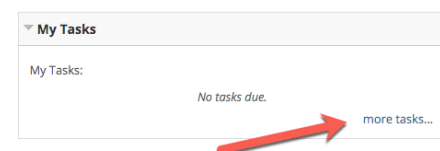


The *My Tasks* widget will now appear on the Dashboard

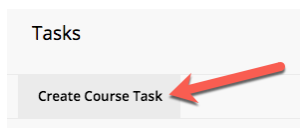
## HOW TO ADD A TASK

A task is an asynchronous learning activity. This section describes how to add new asynchronous pre- and post-learning activities.

- Select the *Dashboard* menu item for a module where a task is wanted
- In the *My Tasks* widget, Click **more tasks...**



- Click **Create Course Task**



## Information for module instructors

- Enter the Task name and description  
We recommend you include navigational information in the description to ensure students find any documents or guidance in Study Materials

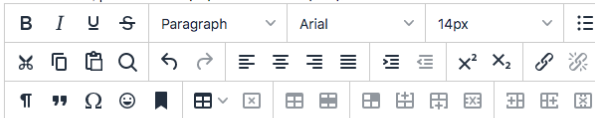
### TASK INFORMATION

\* Task Name

Pre-Activity Task: complete Learning Theories Nearpod (45 n

Description

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Use the Nearpod activity found under Study Material >> Week 12 and review before the lecture

Please mark this task as completed before the lecture

- Enter the *due date* and the *priority*

\* Due Date

22/01/2021



Enter dates as dd/mm/yyyy

### TASK OPTIONS

\* Priority

Normal

We recommend you set the priority to *Normal*

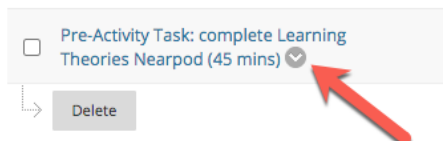
- Click **Submit**

A new task has been created for the chosen module instance.

## HOW TO EDIT A TASK

To edit an existing task:

- Select the *Dashboard* menu item for a module where a task is wanted
- In the *My Tasks* widget, Click **more tasks...**



- Click the downward pointing Chevron
- Select *Edit* from the menu
- The task can now be edited

## Information for Students

- Click **Submit** to save changes

### HOW TO VIEW TASK PROGRESS

The progress made by students can be viewed from the Dashboard *My Tasks* widget.

Students can mark their task progress as:

- Not Started (default)
- In progress
- Completed

To view a summary of progress for all Tasks for a chosen module instance.

- Select the *Dashboard* menu item for a module where a task is wanted
- Click **more tasks...** at the bottom right of the *My Tasks* widget

A summary of tasks and progress is provided. In the screenshot the following can be seen

	TITLE	PRIORITY	DUE DATE	NOT STARTED	IN PROGRESS	COMPLETED
<input type="checkbox"/>	Pre-Activity Task: complete Learning Theories Nearpod (45 mins)		Monday, 18 January 2021	5	0	1 <sup>1</sup>
<input type="checkbox"/>	Post-Activity Task: complete formative test (25 mins)		Friday, 22 January 2021	5	1 <sup>2</sup>	0
<input type="checkbox"/>	Pre-Activity Task: View Pre recorded video (30 mins)		Monday, 25 January 2021	6	0	0

1. For the first task (1) student has indicated that they have *completed* the task
2. For the second task (2), a student has indicated that they are *in progress*.

To see more detailed progress information for a task:

- Click a *number* link (1 or 2, above) to see a detailed list of all students and their progress for the selected task.

### INFORMATION FOR STUDENTS

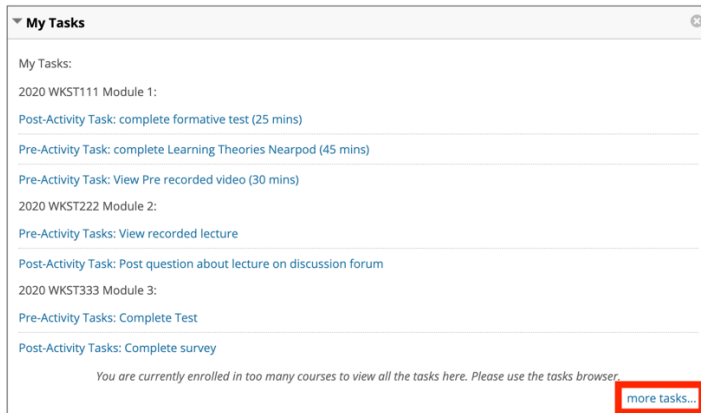
This section provides information for students on how to view their **My Studies** tasks. Students can either view tasks at a module level (within a specific module) or all tasks via their Home page. **Viewing all tasks via the Home page is seen as the preferable method.**

### HOW STUDENTS ACCESS AND VIEW ALL THEIR MODULE TASKS

## Information for Students

From the *Home* tab, students will see the *My Tasks* widget which displays all tasks across all modules the student is enrolled on.

- Clicking on a Task will provide further detail – such as the description, due date and priority
- Clicking **more tasks...** will take students to the Tasks screen.

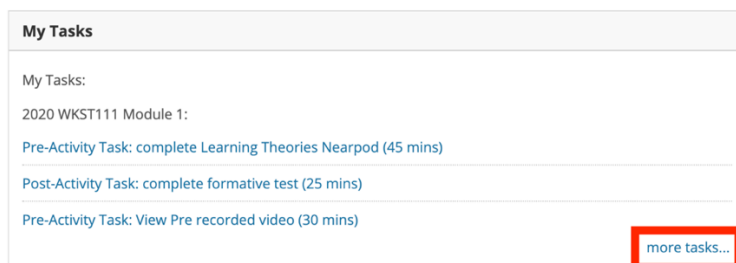


The Tasks screen provides an overview of all Tasks across all modules the student is enrolled in. The table on this screen can be reordered by clicking the column headers as required. For example, a student could reorder the tasks by date, allowing them to identify which tasks require more immediate attention.

Students can also create their own *personal* tasks which will only be visible to the specific student.

## HOW STUDENTS ACCESS AND VIEW THEIR MODULE TASKS WITHIN A MODULE

- On the dashboard of their module student's will see a **My Tasks** widget. Tasks are displayed in order of priority (low, medium, high) and date due.
- Clicking on a Task will provide further detail – such as the description, due date and priority



- Clicking **more tasks...** will take students to the Tasks screen where they can:

## Information for Students

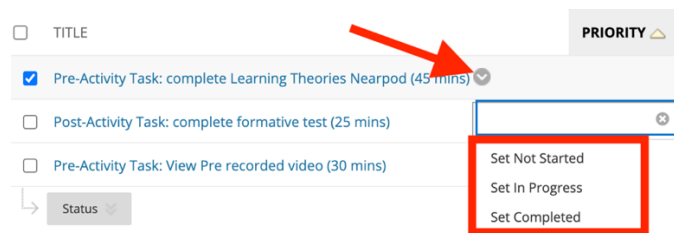
- See a full overview of all module tasks – this table can be reordered by clicking the column headers as required.
- Update the status of a task (see below)

Tasks

<input type="checkbox"/> TITLE	PRIORITY	DUE DATE	TASK STATUS
<input type="checkbox"/> Pre-Activity Task: View Pre recorded video (30 mins)		Monday, 25 January 2021	Not Started
<input type="checkbox"/> Pre-Activity Task: complete Learning Theories Nearpod (45 mins)		Monday, 18 January 2021	Not Started
<input type="checkbox"/> Post-Activity Task: complete formative test (25 mins)		Friday, 22 January 2021	Not Started

### HOW TO MARK A TASK AS COMPLETED (IN EITHER ALL TASKS OR SPECIFIC MODULE VIEW)

From the Tasks screen, to update an individual task, a student clicks on the chevron icon next to the Task and selects the required status (Not Started, In Progress, Completed). By default, all tasks start with the status of **Not Started**.



Students can amend the status at any time and can revert a completed task back to in progress if required.

It is also possible to apply these actions in bulk:

- Student ticks the Tasks they wish to update
- Student then clicks Status > selects the new status which is applied to all selected Tasks.

