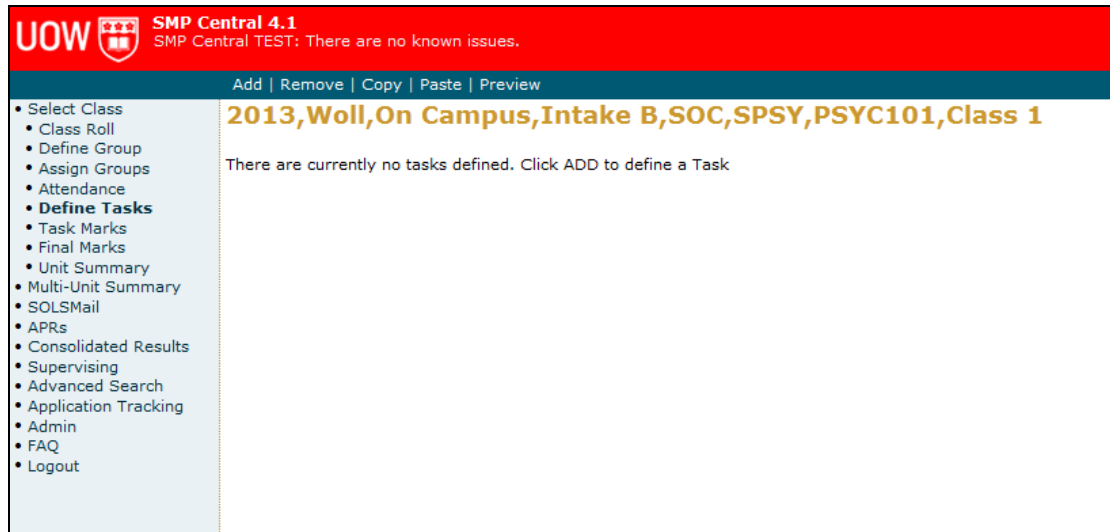


SMP_Central

Define Tasks

Used to define a list of tasks which contribute to the final mark for the subject. Tasks would normally be defined by the Lecturer or Coordinator



UOW SMP Central 4.1
SMP Central TEST: There are no known issues.

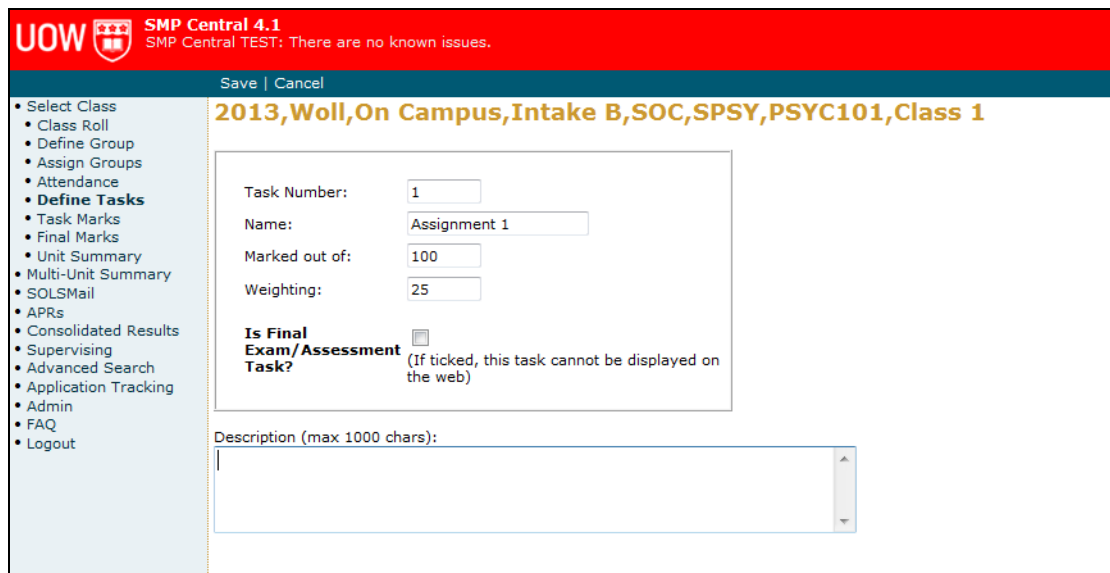
Add | Remove | Copy | Paste | Preview

2013, Woll, On Campus, Intake B, SOC, SPSY, PSYC101, Class 1

There are currently no tasks defined. Click ADD to define a Task

- Select Class
- Class Roll
- Define Group
- Assign Groups
- Attendance
- Define Tasks**
- Task Marks
- Final Marks
- Unit Summary
- Multi-Unit Summary
- SOLSMail
- APRs
- Consolidated Results
- Supervising
- Advanced Search
- Application Tracking
- Admin
- FAQ
- Logout

Add – Click to add a new task:



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SMP Central TEST: There are no known issues.

Save | Cancel

2013, Woll, On Campus, Intake B, SOC, SPSY, PSYC101, Class 1

Task Number:

Name:

Marked out of:

Weighting:

Is Final Exam/Assessment Task?
(If ticked, this task cannot be displayed on the web)

Description (max 1000 chars):

- Select Class
- Class Roll
- Define Group
- Assign Groups
- Attendance
- Define Tasks**
- Task Marks
- Final Marks
- Unit Summary
- Multi-Unit Summary
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Task Number – The order in which the task will appear on the screen.

Name – Enter the name of the task.

Marked out of – indicates the maximum possible mark for the given task, typically 100 but any whole number is acceptable.

Weighting – The relative weighting allocated to the task, i.e. the amount of the final mark which is determined by the mark for this task. This is not necessarily a percentage measure although % is the most commonly used weighting. E.g. 25% of Final Mark.

If users attempt to change the weighting of a task that has been published to the web, a message will appear:

'Marks for this task have been published to the web. By saving your changes, the marks will automatically be removed from the web. Would you like to continue?'

- Click cancel and marks remained on the web
- Click OK and marks will be removed from the web – You will need to go back into Task Marks, click to edit the Task and click to Display on Web again to publish the results

Is Final Exam? – You can only tick this option for 1 task. If the task is the final exam you should tick this option so that the option to Display on Web does not appear for this task on the Task Marks screen (you don't want to display the Final Marks to students on the web via Assessment Results)

The screenshot shows the 'SMP Central 4.1' interface. The main content area is titled '2013,Woll,On Campus,Intake B,SOC,SPSY,PSYC101,Class 1'. The form contains the following fields and options:

- Task Number: 3
- Name: Final Exam
- Marked out of: 100
- Weighting: 50
- Is Final Exam/Assessment Task? (If ticked, this task cannot be displayed on the web)
- Description (max 1000 chars):

A message box titled 'Message from webpage' is displayed, containing the text: 'You are setting this task as the Final Exam/Assessment Task. If another task is currently set as the Final Exam/Assessment Task, it will become a normal task. Would you like to continue?' with 'OK' and 'Cancel' buttons.

Description - A more detailed description than the Task Name can be entered. This field can hold up to 1000 characters for notes such as due dates, essay length, marking criteria etc. Note: this field is optional. The students don't see the description (if you choose to display the Task Marks to students via SOLS).

Once all fields are complete, click **Save** to save the task and return to the main Define Tasks screen. To quit without saving, click **Cancel**

UOW SMP Central 4.1
SMP Central TEST: There are no known issues.

Add | Remove | Copy | Paste | Preview

2013,Woll,On Campus,Intake B,SOC,SPSY,PSYC101,Class 1

<input type="checkbox"/>	Task No.	Task Name	Marked Out Of	Weighting	Final Exam/Assessment Task?
<input type="checkbox"/>	1	Assignment 1	100	25.0	No

- Select Class
 - Class Roll
 - Define Group
 - Assign Groups
 - Attendance
- **Define Tasks**
 - Task Marks
 - Final Marks
 - Unit Summary
 - Multi-Unit Summary
 - SOLSMail
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Remove – use the checkboxes to select the tasks you want to remove. If there are marks recorded against a task (in task marks), a message will appear 'Could not remove – Task still has marks).

Copy – You can copy and paste tasks which can help speed up the setup - You can copy tasks from one subject instance and paste into another subject instance.

Once you have setup a task, click on the check box (on the Left hand side of the Task No.), click **Copy** and (once the screen has finished loading) then click **Paste**. A new task will be added to the Define Tasks table. You can then click on the Task Name link to make any necessary changes (eg Name, Description, Marked out of etc).

Paste - Call up the subject instance you wish to paste the tasks that have been copied to and click Paste.

Preview – A print preview option of the tasks main screen.

Editing an Existing task

Click on the Task Name link on the main Define Tasks screen. This will display the current task information as per the standard add task form. Edit the information as required and click **Save**. To quit without saving the changes, click **Cancel**

Version Control Table

Version Control	Date Released yymmdd	Approved By	Amendment
1.0	110208	Debbie Sartori – Senior Manager, ARD Student Systems	First Released Version
2.0	130605	Trang Nguyen – Specialist, Student Systems	Updated images to reflect new SMP Central 4.1 roll out