How to create tasks that are common to more than one subject or class

Occasionally a task will need to be common to more than one subject or class. For example, you may have 5 English classes in a year but only the top three are sitting a particular exam. In this case you would create a class based task for one class and make it common to the other two.

Similarly, you may want to create a task that is common to 2 unit Maths and 3 unit Maths because they are sitting the same task. In this case you would create a task for the whole of 2 unit Maths and then make it common to 3 unit Maths.

When creating common tasks start with by creating a task for one class or subject and then make it common to the others.

1. Using one of the subjects or classes as your starting point, search for the subject and/or class you wish to work with and create a new task.

   **TIP:** If you are creating a task that will be common to some classes within a subject, but not all, start with a class based task. To create a class based task make sure you select the class from the Search area before clicking ‘Add New Task’.

   If you are creating a task that will be common to all classes in more than one subject start with a subject based task. To create a subject based task make sure the Select for Class tasks drop down list is showing ‘All Students’.

2. Once the task is created right click on it and select **Full Task Edit**.
3. Move to the **Basic** tab. This is where you make this task common to other subjects or classes.
4. Click on the **Edit** button on the left, near the task **Timetable, Scope and Subject** information.

5. This brings up the **Task Scope Detail** popup.
6. Move to the **Common** tab.

   If you are creating a class based common task this tab will display the other classes in the subject you have selected.

   If you are creating a subject based common task this tab will display all other subjects at your school.

7. Check the tick box/s of the subjects or classes you want to make common.
8. Click on the **Scope** tab again and click **Save**.

9. A warning box will appear alerting you to how many common tasks are about to be created. Click **OK** to continue.

10. The **Task Scope Detail** box closes and you can see on the **Basic** tab the list of common tasks.

11. If you now move to the **Mark this task** tab you will see a full list of students in this task – from all subjects.
12. Enter marks here, or close the window and enter marks on the main grid.

Some tips:

- If you have made a task common to more than one subject, on the main grid you will only see one subject at a time. If you select a different common subject you will see a column for that same task.

- To see the results for all students use the Full Task Edit popup from the first task you created. This is the only task that will show all students. The tasks that you have made common to the first one will only show students from the one subject.
To view a rank for all students you also need to use the Full Task Edit popup from the first task you created. If you look at the Rank on the first task you created you will see all students are ranked together. If you look at the Rank column in a Full Task Edit pop up from any task you have made common to the first one you will see that the students in only the one subject have been ranked. If you are publishing a rank for academic reporting it is important to publish from the correct task.

This is the Full Task Edit from the task originally created.

Note that you can see all 34 students over the 2 subjects and that they are ranked together. The student who received 74 is ranked 9th.

This is the Full Task Edit from the task made common to the first one.

Note that this includes only the 11 students from this one subject and that the student who received 74 is now ranked 3rd.