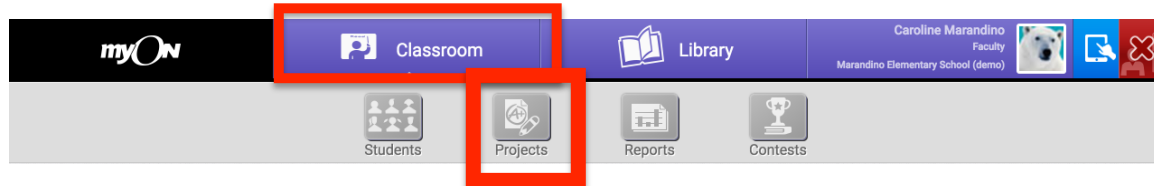
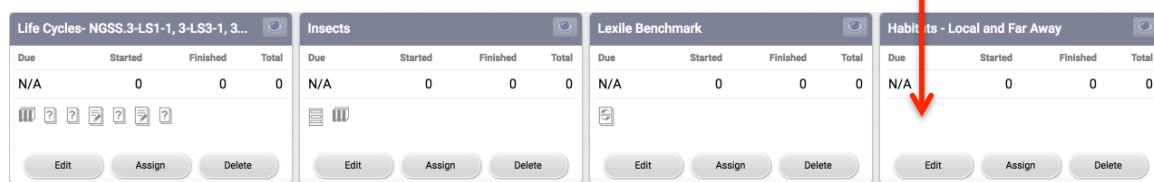


Faculty can add a new or edit an existing “Writing Task” to any project in their “My Projects.”

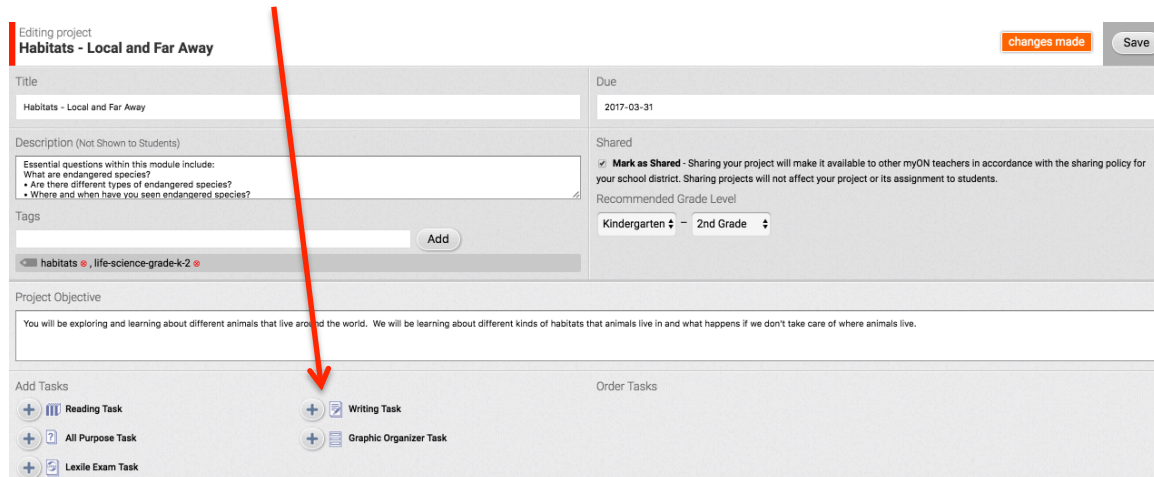
1. Select the “Classroom” tab and then select the “Projects” tab.



2. Choose the Project you wish to add a “Writing Task” to and select “Edit.”

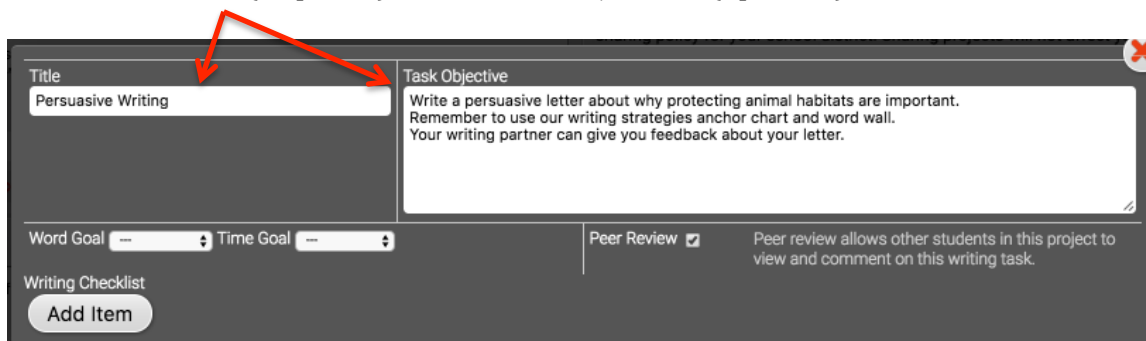


3. Select the “Writing Task” “+” icon.

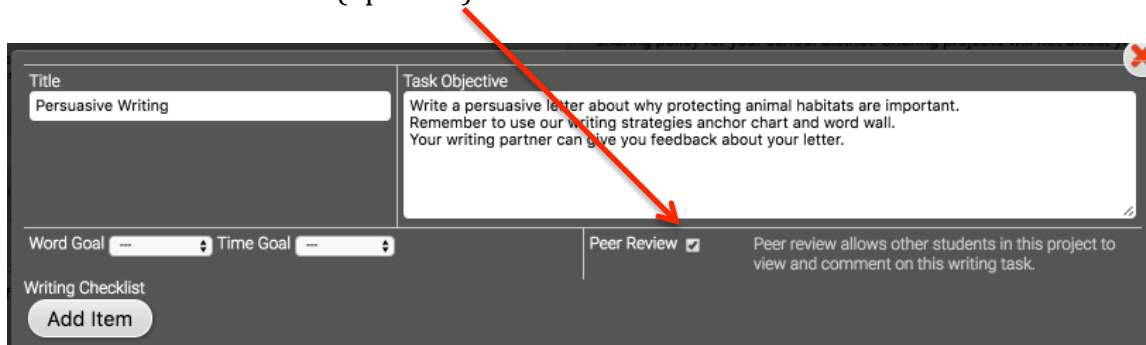


*Note: Projects can have one “Reading Task” (a book list of assigned texts with added reading options), but teachers can add multiple other tasks types to a Project. Refer to the Faculty Quick Reference Guides “Adding a Reading Task,” “Adding an All Purpose Task and “Adding a Lexile® Exam Task” for more information on how to add individual task types to a Project.*

4. Enter a “Title” (required) and a “Task Objective” (optional).

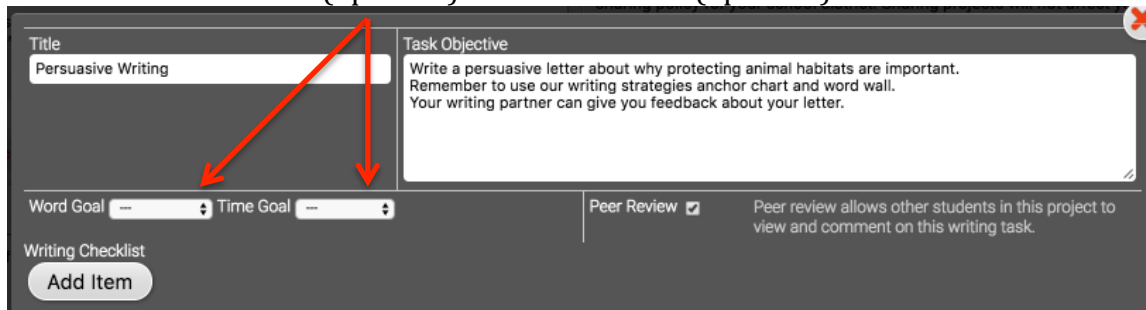


5. Select “Peer Review” (optional).



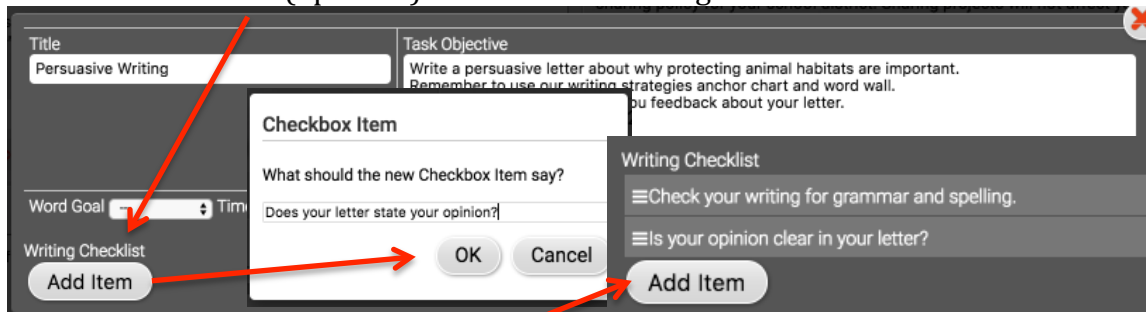
*Note: If checked, students assigned to the Project can provide feedback on each other’s writing.*

6. Choose “Word Goal” (optional) and “Time Goal” (optional)



*Note: If selected, students will see the word and/or time goal as they write.*

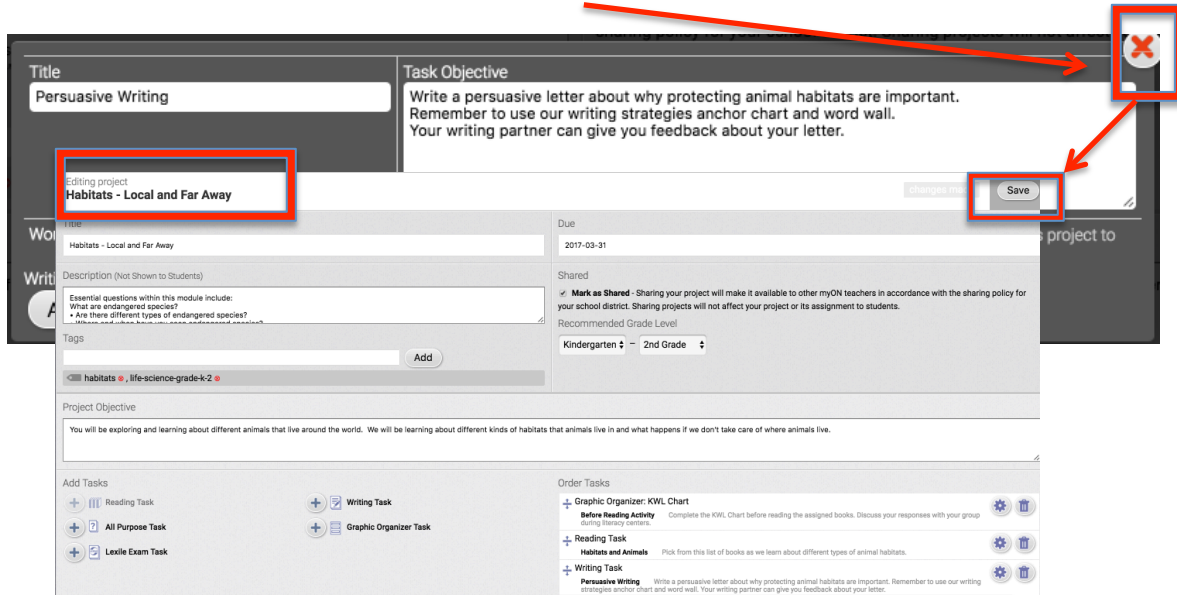
7. Select “Add Item” (optional) to include a “Writing Checklist.”



*Note: Faculty can add multiple items to the “Writing Checklist.”*

*Tip: Use the “Writing Checklist” as a rubric for students to refer to as they go through the writing process.*

8. Select the “X” to return to the “Editing Project” page and select “Save.”



The screenshot shows the 'Editing Project' page for a project titled 'Habitats - Local and Far Away'. The page includes a 'Task Objective' section with the text: 'Write a persuasive letter about why protecting animal habitats are important. Remember to use our writing strategies anchor chart and word wall. Your writing partner can give you feedback about your letter.' Below this, there is a 'Description' section with the text: 'Essential questions within this module include: What are endangered species? Are there different types of endangered species?'. The 'Tags' section shows 'habitats' and 'life-science-grade-k-2'. The 'Project Objective' section contains the text: 'You will be exploring and learning about different animals that live around the world. We will be learning about different kinds of habitats that animals live in and what happens if we don't take care of where animals live.' At the bottom, there is an 'Add Tasks' section with options for 'Reading Task', 'All Purpose Task', 'Lexile Exam Task', 'Writing Task', and 'Graphic Organizer Task'. The 'Order Tasks' section lists the tasks in the project: 'Graphic Organizer: KWL Chart', 'Before Reading Activity', 'Reading Task', 'Habitats and Animals', and 'Persuasive Writing'. A red box highlights the 'X' icon in the top right corner, and another red box highlights the 'Save' button. A red arrow points from the 'X' icon to the 'Save' button.

*Note: Faculty can add additional tasks and/or assign the Project to students. Refer to the Faculty Quick Reference Guides “Adding a Reading Task,” “Adding a Graphic Organizer Task,” “Adding an All Purpose Task,” “Adding a Lexile® Exam Task,” and “Assigning a Project” for more information.*