

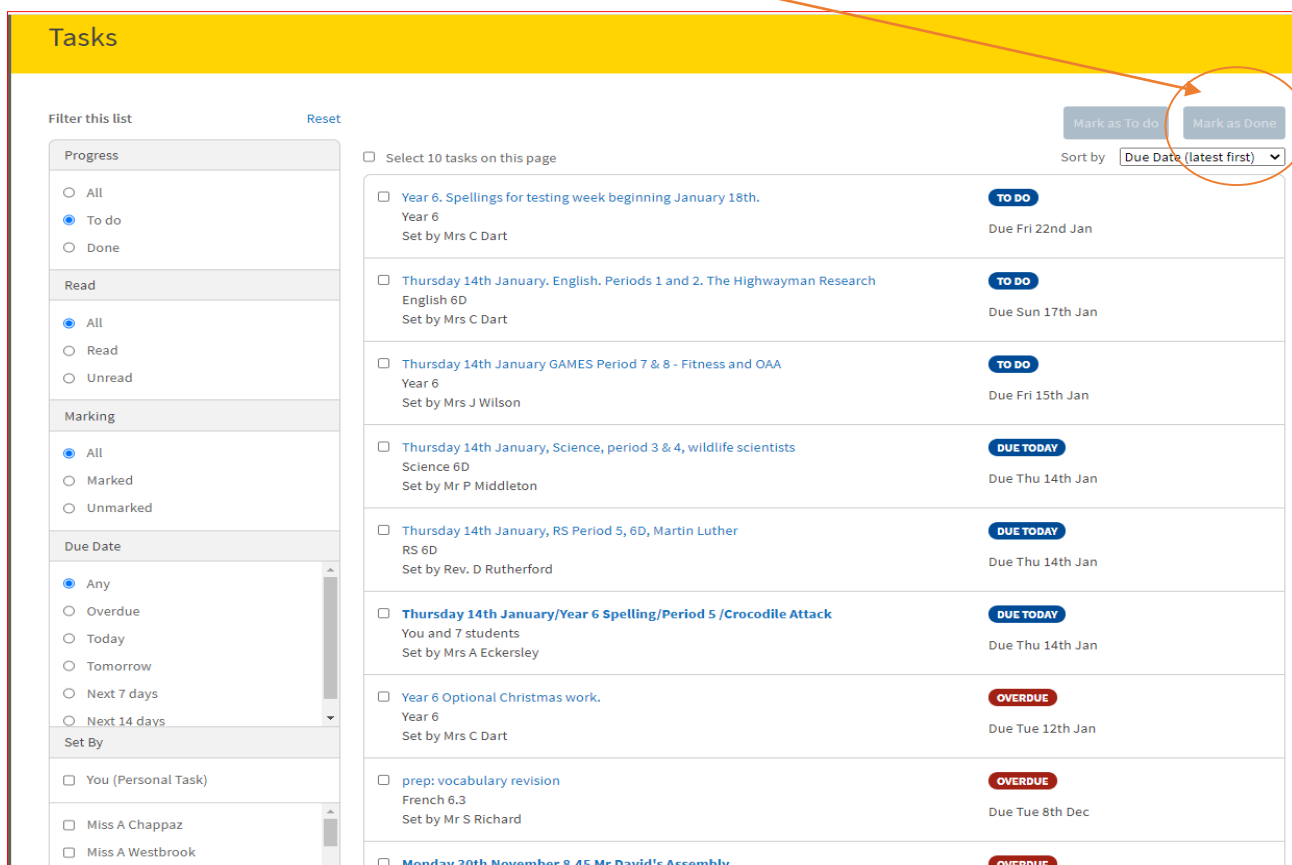
ORGANISING CHILDREN'S TASK LISTS

Children's task lists can get very long and difficult to find the current lesson. Teachers will archive tasks once they have been completed and all the children have submitted work.

The children and their parents can help to tidy up the task list in two ways:

Mark Tasks as Done

If you have finished a lesson and you do not need to submit any work, please **mark the task as done**.



The screenshot shows a 'Tasks' interface with a yellow header. On the left is a filter sidebar with sections for Progress, Read, Marking, Due Date, and Set By. The main area displays a list of tasks with checkboxes, descriptions, and status tags. A red circle highlights the 'Mark as Done' button in the top right corner, with an arrow pointing from the text 'mark the task as done' above.

Task Description	Status	Due Date
<input type="checkbox"/> Year 6. Spellings for testing week beginning January 18th. Year 6 Set by Mrs C Dart	TO DO	Due Fri 22nd Jan
<input type="checkbox"/> Thursday 14th January. English. Periods 1 and 2. The Highwayman Research English 6D Set by Mrs C Dart	TO DO	Due Sun 17th Jan
<input type="checkbox"/> Thursday 14th January GAMES Period 7 & 8 - Fitness and OAA Year 6 Set by Mrs J Wilson	TO DO	Due Fri 15th Jan
<input type="checkbox"/> Thursday 14th January, Science, period 3 & 4, wildlife scientists Science 6D Set by Mr P Middleton	DUE TODAY	Due Thu 14th Jan
<input type="checkbox"/> Thursday 14th January, RS Period 5, 6D, Martin Luther RS 6D Set by Rev. D Rutherford	DUE TODAY	Due Thu 14th Jan
<input type="checkbox"/> Thursday 14th January/Year 6 Spelling/Period 5 /Crocodile Attack You and 7 students Set by Mrs A Eckersley	DUE TODAY	Due Thu 14th Jan
<input type="checkbox"/> Year 6 Optional Christmas work. Year 6 Set by Mrs C Dart	OVERDUE	Due Tue 12th Jan
<input type="checkbox"/> prep: vocabulary revision French 6.3 Set by Mr S Richard	OVERDUE	Due Tue 8th Dec
<input type="checkbox"/> Monday 30th November 8.45 Mr David's Assembly	OVERDUE	

Tasks

Filter this list

Reset

Progress

- All
- To do
- Done

Read

- All
- Read
- Unread

Marking

- All
- Marked
- Unmarked

Due Date

- Any
- Overdue
- Today
- Tomorrow
- Next 7 days
- Next 14 days

Set By

- You (Personal Task)

- Miss A Chappaz
- Miss L Phipps
- Miss L Spearink
- Mr D Gosnold
- Mr I Collins
- Mr J Unwin

Class

- All-year5
- Computing 5S
- English 5S
- Form Time 5S
- French 5S
- History 5S

Use the Task Filter

Using the task filter is a great way to reduce the list of tasks. Everybody should tick the **to do** filter at the top of the list on the right hand side of the tasks.

If you are looking for a specific task, you can tick the teacher or the class name which will just show tasks relating to the class.