



Parent Guide to Learning Tasks

What is a Learning Task?

Learning Tasks are used by schools to distribute assignments or homework tasks to students and/or their parents. Teachers will often use Learning Tasks as a method of tracking and recording the academic progress and results of the students in their class so they are able to make informed decisions surrounding student learning. Using Learning Tasks, teachers are able to share such information (pertaining to your child) with you and your son/daughter.



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Learning Task notifications/alerts

As shown in the screenshot below, you will receive an alert/notification underneath your child's name when:

- A Learning Task is upcoming (due shortly)
- A Learning Task has become overdue

The screenshot displays the Magic P-12 College Portal interface. At the top, it says "Welcome to the Magic P-12 College Portal" and provides instructions for users. Below this, there are two student profiles:

- Isabella RYMER:**
 - Profile (Attendance, Schedule, Reports)
 - Send email to Isabella's teachers
 - Add Attendance Note (Approved Absence/Late)
 - View Academic Reports
 - Book Parent Student Teacher Conference
 - 1 learning task due in the next week** (highlighted with a red box)
- Alesha RYMER:**
 - Profile (Attendance, Schedule, Reports)
 - Send email to Alesha's teachers
 - Add Attendance Note (Approved Absence/Late)
 - View Academic Reports
 - Book Parent Student Teacher Conference
 - 1 overdue learning task** (highlighted with a red box)
 - 1 learning task due in the next week** (highlighted with a red box)

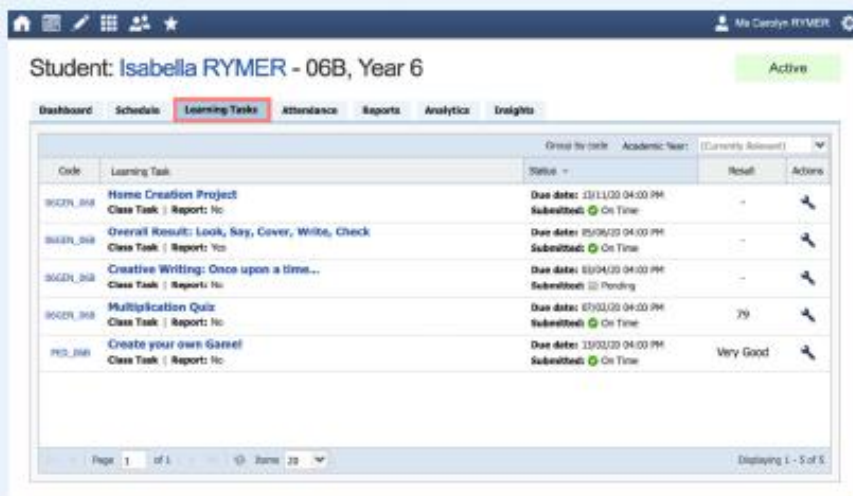
On the right side of the portal, there is a "Compass" section with "My News" and several announcements:

- Order your MSP school photos:** You can now order your MSP school photo packs through your Compass portal. [Click here to place your order today!](#)
- Payments:** There may be payments awaiting your action. [Click here for more information](#)
- Magic High Newsletter 2020:** This month's newsletter is now available for viewing. Another busy month at Magic P12! Inside you'll find:
 - Sports Carnival Photos
 - Year 6 School Camp Information
 - Success at the Regional Science Competition
 - Holiday activity vouchers from local businesses!
- Newsletter:** Sep 1st by Lii Larson
- Grade 5 Ned Kelly School Camp:** Ned Kelly has had an immeasurable impact on Australian history, art and culture and an important part of the Australian school curriculum. The Ned Kelly story is one of Australia's richest and most deeply fascinating tales and arguably the most famous story of Australian crime and punishment. Our Grade 5 Students are had the unique opportunity to immerse themselves in one of Australia's
 - Oct 4th, 2018 by Eliza Elderflower [\[See More\]](#)

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How to view your child's Learning Task - continued

From your Home Dashboard, select Profile (Attendance, Schedule, Reports) > Learning Tasks tab



Student: Isabella RYMER - 06B, Year 6

Active

Dashboard Schedule **Learning Tasks** Attendance Reports Analytics Insights

Code	Learning Task	Status	Due date	Academic Year	Result	Actions
902N_06B	Home Creation Project Class Task Report: No	Submitted	13/11/20 04:00 PM	On Time	-	
904N_06B	Overall Result: Look, Say, Cover, Write, Check Class Task Report: Yes	Submitted	05/06/20 04:00 PM	On Time	-	
902N_06B	Creative Writing: Once upon a time... Class Task Report: No	Pending	03/04/20 04:00 PM	Pending	-	
902N_06B	Multiplication Quiz Class Task Report: No	Submitted	07/02/20 04:00 PM	On Time	79	
902_06B	Create your own Gazeal Class Task Report: No	Submitted	13/02/20 04:00 PM	On Time	Very Good	

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On the Learning Tasks tab, you can view the following information for each LT:

- The name of the Learning Task
- Which class the Learning Task belongs to
- The due date of task
- Your child's submission status (On Time, Overdue, Pending)
- Your child's primary result (if available)



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How to submit a task online

Please note: In order to submit a file in response to a Learning Task, online submission must be enabled for that particular task. Your child's teacher may not enable this if they would like a hard copy submission of your child's work.

From the Learning Tasks tab, select the title of the Learning Task that you are wanting to submit a file to > click Create Submission in the File Upload subsection > select Browse and choose the file you would like to submit from your device.

The screenshot shows a 'Learning Task - Creative Writing: Once upon a time...' interface. It has two tabs: 'Task Details' and 'Feedback'. Under 'Task Details', there is a 'Name' field with the value 'Creative Writing: Once upon a time...', a 'Due Date' of '03/04/2020 04:30 PM', and 'Online Submission Enabled' set to 'Yes'. Below this is a text area with instructions: 'Students are to complete a written fairytale following on from "Once upon a time..." This assessment assesses student ability to use novel writing structure (beginning, middle & end) and encourages wider use of vocabulary.' At the bottom, there is an 'Attachments' section with a link to 'Creative Writing Requirements & Rubric'. On the right side, there is a 'File Upload | Not-submitted' subsection with a '+ Create Submission' button and a table with columns 'Filename' and 'Submitted'. Below the table, it says 'You have not submitted any items yet'.

Please note: You may see more than one File Upload subsection if your child's teacher would like you to submit the task in different parts. This being said, you can make multiple submissions to one File Upload subsection if needed.

When submitted successfully, the banner at the top of the File Upload subsection will turn green. You will also see the date and time that the file was submitted and will be able to download a copy of the file using the download icon.

The screenshot shows a 'File Upload | Submitted on time' subsection with a green header. It has a '+ Create Submission' button and a table with columns 'Filename' and 'Submitted'. The table contains one row: 'IsabellaCreativeStory.docx' with a submission time of '02/04 04:31 PM' and a download icon.

When a Learning Task is overdue, the File Upload subsection will have a red banner displayed but you will still be able to submit the task late.

The screenshot shows a 'File Upload | Not-submitted overdue' subsection with a red header. It has a '+ Create Submission' button and a table with columns 'Filename' and 'Submitted'. Below the table, it says 'You have not submitted any items yet'.



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How to use the Conversation feature

The Conversation feature of Learning Tasks, can be used to directly contact your child's teacher in relation to a Learning Task they have been assigned. You may use this to clarify the requirements of a set task or discuss your child's results.

From the Learning Tasks tab, click on the Learning Task that you would like to ask questions about > Feedback tab > refer to the Conversation subsection.

Learning Task - Home Creation Project

Task Details **Feedback**

Grades

Any assessment results provided below are raw scores and may change during school or state based statistical assessment moderation. The statistical, state based, moderation process is used to ensure that schools' assessments are comparable throughout the state. It involves adjusting each schools' coursework scores for that study to match the level and spread of the combined examination and GAT scores for the students in that school doing that study. For more information on assessment moderation, please contact the school.

No grades available yet

Teacher Responses

Filename	Uploaded
No responses have been uploaded yet	

Conversation

Hi Miss Leonard, Isabella is unsure of the requirements in Part B. Could you please explain this section a bit further? I have told her to come and see you tomorrow.

Add Cancel

Select the Conversation box to begin typing a message. When you're ready to send, hit Enter on your keyboard or click Add.

When Conversation messages are sent, the class teacher will receive an email notifying them of your message and will be able to respond to your query.

Conversation

Ms Carolyn RYMER

Hi Miss Leonard, Isabella is unsure of the requirements in Part B. Could you please explain this section a bit further? I have told her to come and see you tomorrow.

Recorded 3 minutes ago

Lauren Leonard

Hi Ms Ryme, that's absolutely no problem! If she doesn't find me tomorrow, I will make sure I that I catch up with her to explain Part B on Wednesday.

Recorded Just now

Add comment...