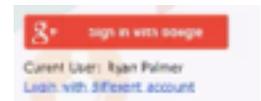


Creating a QuickTask in Empower 2.3

First, start by logging into your Empower account using your “School-Issued” Google account. It is imperative that you NOT be logged into your personal Google account before logging in.



Hover your mouse over a section that you teach so that you see the icons on the right side of the screen.



The third icon in is the “Activity Gradebook”. Hover your arrow over that icon and it will display what it is. Click this icon.



On the left side of the screen you will see the “Filter” icon. Click this icon.



A window will appear that will allow you to modify how you want to see the items in your Activity Gradebook. But it also allows you to add a quick task. On the right side of the filter window, you should see a link that reads, “Add Quick Task”. Click this link.



Evidence Title :	Page 25 (Unit 2)
Assign On:	06/10/2017
Due On:	06/10/2018

To make a quick task you only have to:

1. Give it a title.
2. Give it an Assign date.
3. Give it a Due date. (make sure it is after the assign date)

Add Goal

4. Attach the task to a learning goal. Click “Add Goal”. You will see the goal browser. Check off the Learning Goal you want tied to this quick task. Click the “Save and Close button”. You should then return to the “Add Quick Task Page”.

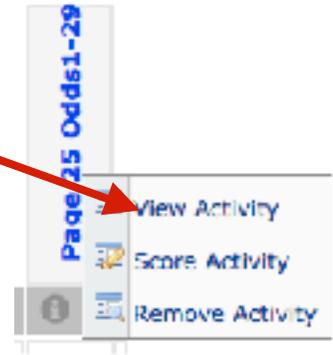
5. Now if you want, you can simply click the red “Save and Close” button. The quick task will then display on your activity spreadsheet.

Save and Close

Continue on to step 6 if you wish to add a Maximum Achievable Score (MAS).

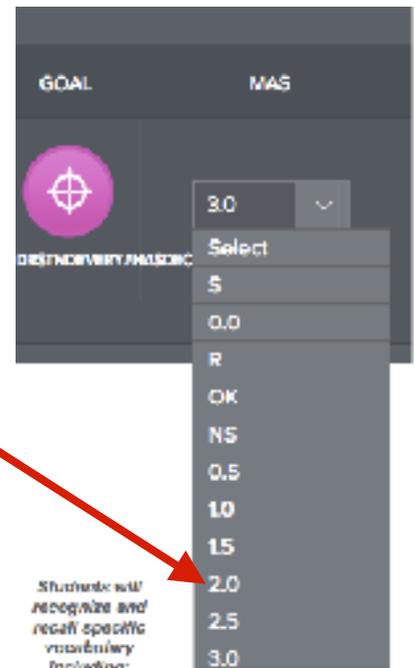
6. Assign it a Maximum Achievable Score (MAS).

You should now see your quick task in your activity grade book. If you click on the blue link title at the top you will have some choices. Click "View Activity".



When you do so, you will see what looks like the Goals tab of an Activity.

On the bottom left, find the MAS drop-down menu and select the MAS you wish to have for this quick task.



Added Tip:

While you are here, you may notice that you have all the same buttons on the top right of the screen that you would see if you were creating a full activity. So.....if you want to assign this quick task to more than one section of students you could do so without having to recreate it.



If you are finished, click the "x" in the upper right corner to return to your activity gradebook.

