Defined STEM: Sharing and Editing Tasks

On the home page, click on a *grade band* and *Performance Tasks.* Choose a performance task that you would like to work with as an example.

Click on the *Share/Assign to Students*
               Share Link
               Advanced Customization
                       Exemplars and Rubrics (Check Boxes)
                       Articles, Videos, and Products (Turn On and Off)
               Add to New Assignment/ Add to Existing Assignment

Let us go to "My Assignments"

- o Click Instructions
    - ▪ Here you can add overarching instructions
- o Click Assign
    - ▪ Provide students with copy of the link
    - ▪ Provide the six digit code

If you would like to edit more deeply and add your own materials and resources; go back to your performance task; Click on *Edit Task*

At this point, provide a name or identifier for your task: *Performance Task Name*

       1st section: Details
       2nd section: GRAS
       3rd section: Products & Rubrics
       4th Section: Video
       5th Section: Finished

       You can assign it to your students: *Assign the task to teachers or students*
              Choose *Add to Existing or Add to New* (give it a name for students)
              Add *Performance Task Resource*

Lets go to *Task Center;* you can start typing in your task and it will show up. In the Task Center you can:

- Edit
- Preview
- Group Access
- Sharing
- Assign
- Delete