python in pieces

A 2Simple Secondary Product

Guide for
Managing Tasks

Content

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1. Introduction

Tasks in Python in Pieces are a simple and versatile way of setting work for your class, individual students or groups within your school.

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2. Setting a task

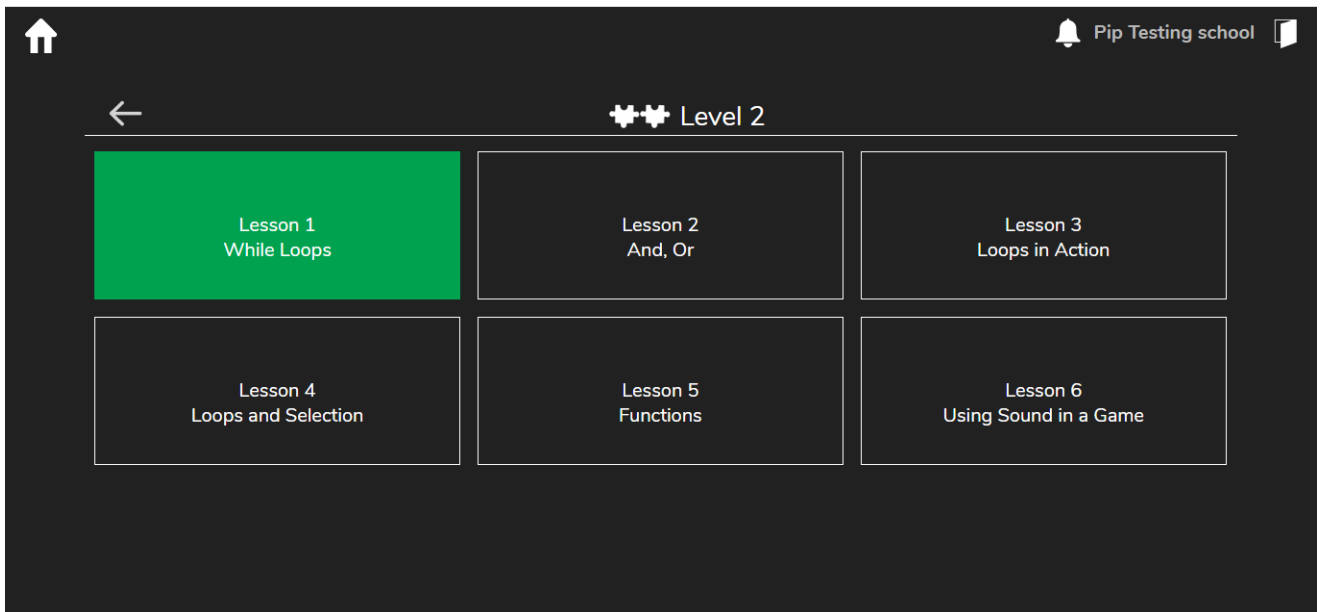Setting a task is easy. As a teacher, you can set a task from-
- Readymade Python in Pieces lesson resource.
- Python in Pieces- New Project- 'Freecode'.
- Python in Pieces- New Project- 'Micobit'.
- Tasks area.
- Documents.

2.1 Setting a readymade Python in Pieces lesson resource as a task-

From the home screen select a resource level e.g. Level 2.
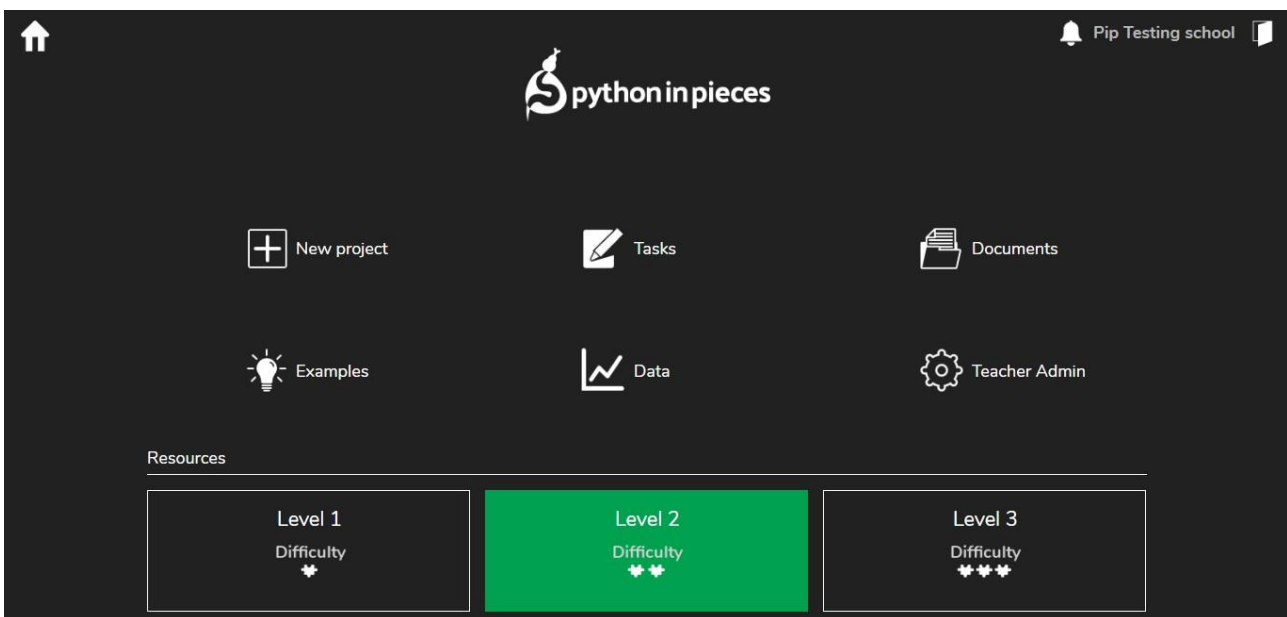

Here you can view the lesson resources that are within the chosen level. Navigate to the lesson resource that you would like your students to complete. Click on the application e.g. Level 2- Lesson 1- While Loops.

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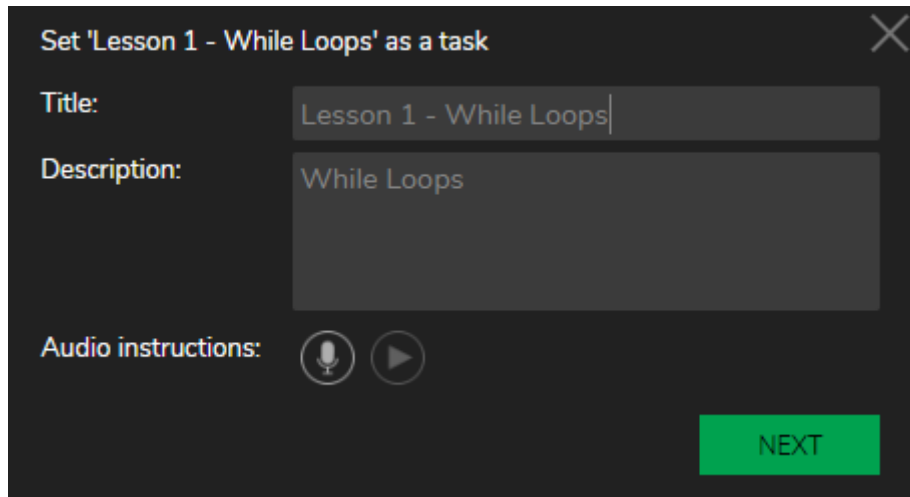
4

You will be presented with four options-

- Launch- Launches the resource.
- Reset- Resets the teachers progress on a lesson resource.
- Set Task- Allows the teacher to set the resource as a task for students.
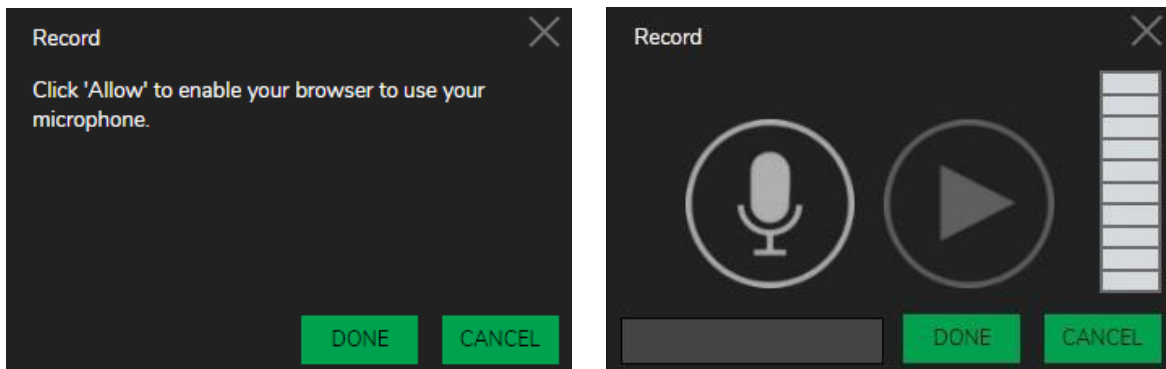- Reset Class- Resets class/student progress in a lesson resource.
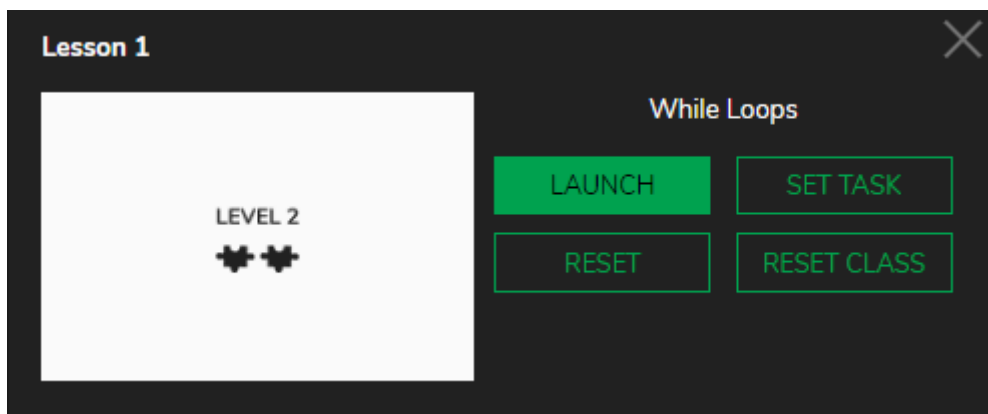
Select the button.

A task information window will then be presented. In this window, you can edit the title and description of the readymade lesson resource.

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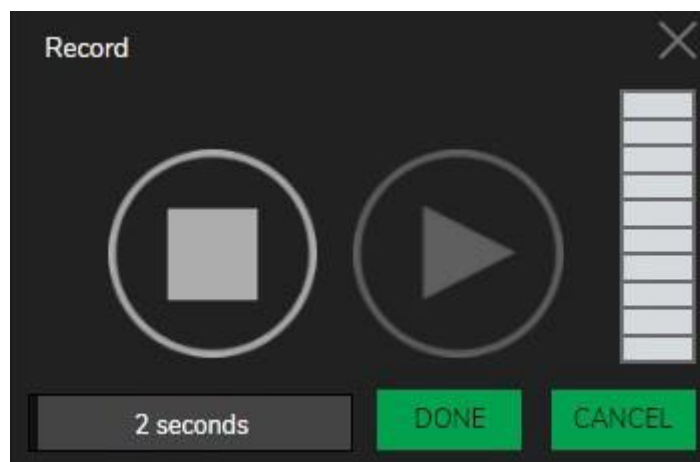
5

You can also record audio instructions. Click the record button to open the sound recorder.

You may get a prompt to enable the microphone.

Once the microphone is enabled and you are ready to record, click the microphone button to start the recording. Press the stop button to end the recording.

When you are finished you can preview your recording by pressing the Play button or rerecord using by pressing the record button.

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When you are happy click **DONE** and continue to set your task. Any tasks with recorded sounds will appear with a speaker symbol next to them in the tasks window. Click on the speaker symbol to hear the instruction.

Clicking the **NEXT** button will allow you to add a "Set date" and a "Hand in date".

When a "Set date" is entered the task will only be visible on or after the set date. When a "Hand in date" is entered the task will move to the done list on the day after the hand in date.
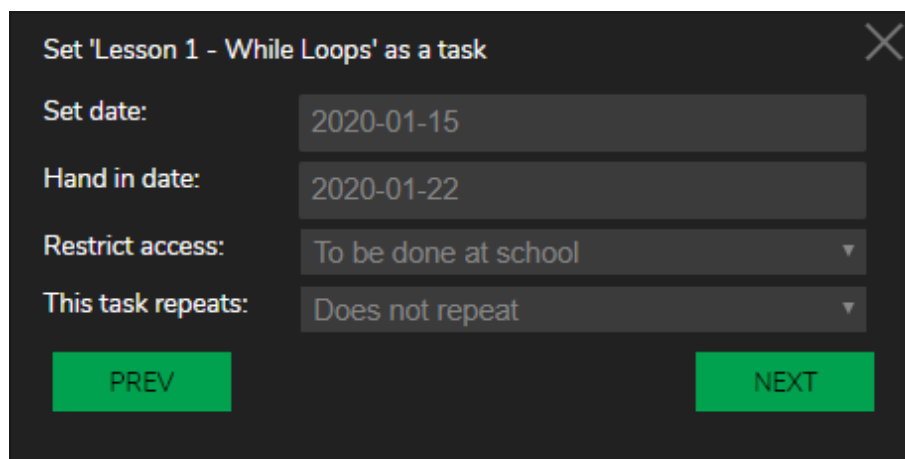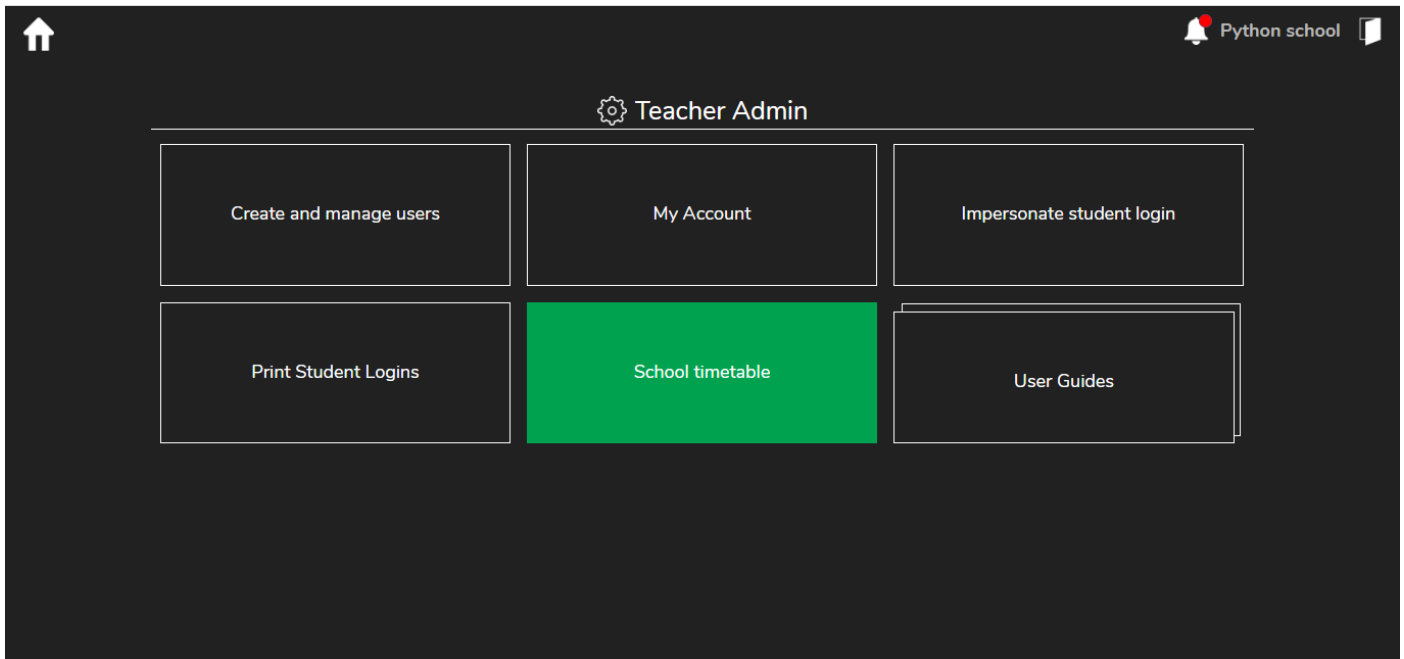
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Restrict access allows the teacher to restrict students accessing the task at certain times.

To be done any time- Allows students to complete in school and at home.
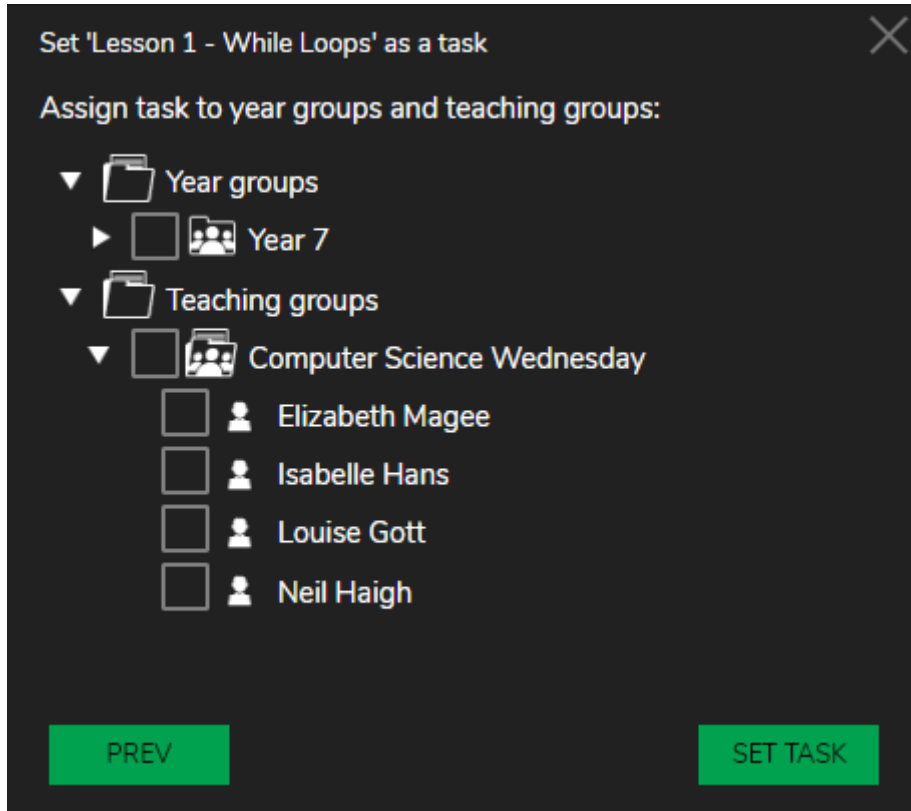To be done at school- Allows students to complete in school time only.
To be done at home- Allows students to complete in home time only.

Note: *To set the school timetable go to teacher admin in the dropdown menu and select 'School timetable'.*

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Clicking the **NEXT** button will now allow you to assign the task to Year Groups, Teaching groups and individual students. You can select multiple students at once.

Set 'Lesson 1 - While Loops' as a task ✕

Assign task to year groups and teaching groups:

▼ 📁 Year groups
    ▶ ☐ 👥 Year 7
▼ 📁 Teaching groups
    ▼ ☐ 👥 Computer Science Wednesday
        ☐ 👤 Elizabeth Magee
        ☐ 👤 Isabelle Hans
        ☐ 👤 Louise Gott
        ☐ 👤 Neil Haigh

PREV   SET TASK

Click the **SET TASK** button at the bottom of the screen to finish assigning your task.

**The task will now be visible to your students.**

If you cannot see the class or group that you wish to assign work to, please speak to your Python in Pieces administrator. This is usually because you are not set as a Teacher for that class/group.

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2.2 Setting a Python in Pieces New Project as a task

On the home screen, click on the 'New project' button.
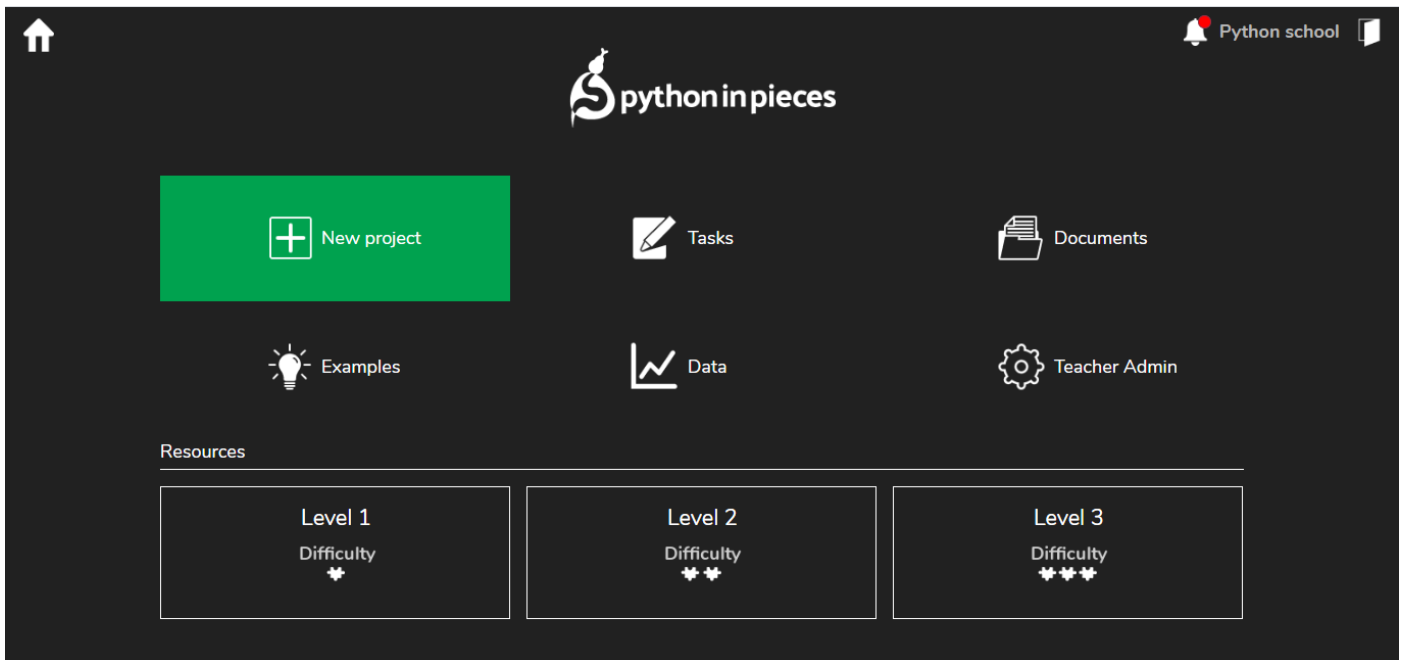
You will be presented with a window to allow you to select the type of 'New project' that you would like to begin.
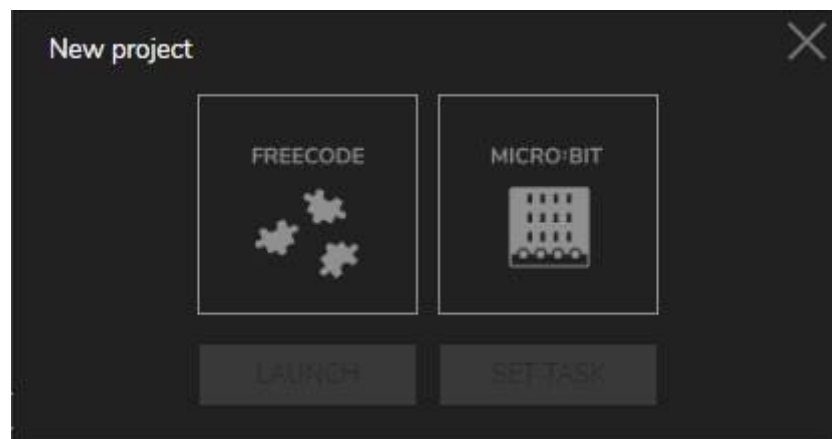
You will have two options-
- FREECODE- is a free code environment.
- MICRO:BIT- is a free code environment that allows you to program a micro:bit.
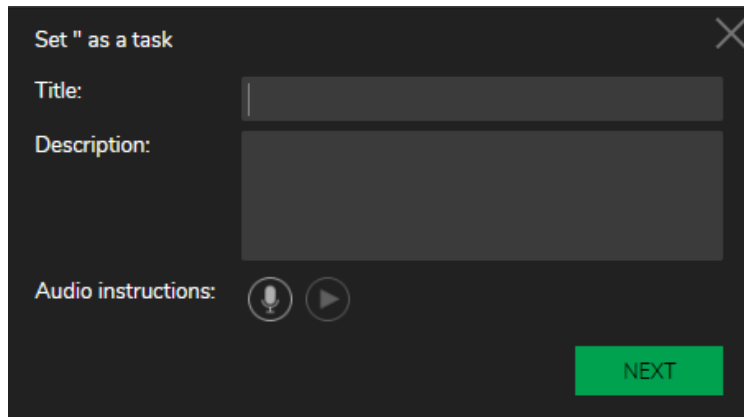
You will then have two further options-
- Launch- Launches the environment.
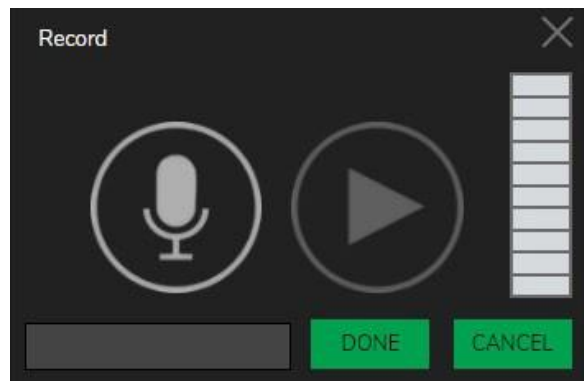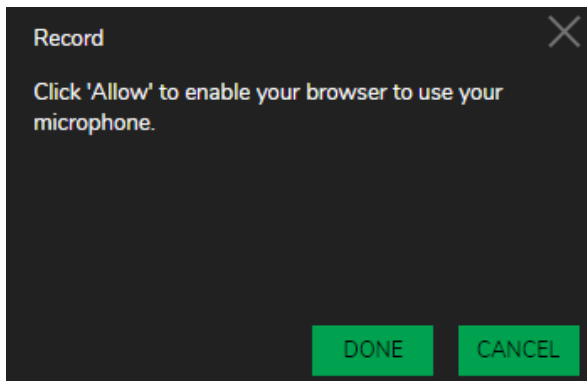- Set Task- Allows the teacher to set the environment as a task for students.

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Select the type of new project that you would like to begin and then click the **SET TASK** button.

A task information window will then be presented. In this window, you can edit the title and description of the resource.

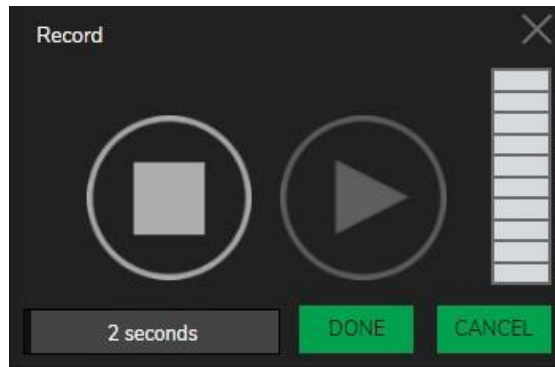You can also record audio instructions. Click the record button to open the sound recorder.
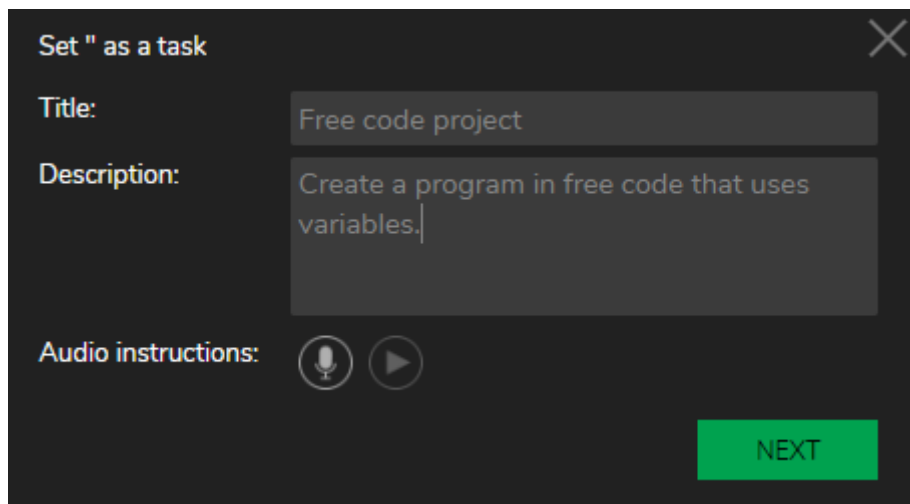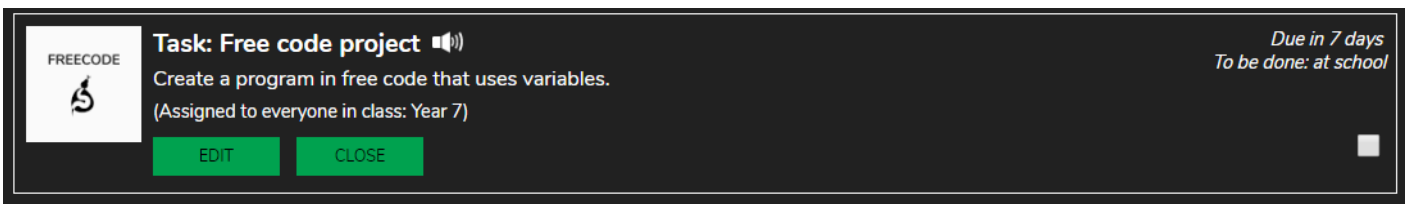You may get a prompt to enable the microphone.

Once the microphone is enabled and you are ready to record, click the microphone button to start the recording. Press the stop button to end the recording.

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When you are finished you can preview your recording by pressing the Play button or rerecord using by pressing the record button.

When you are happy click and continue to set your task. Any tasks with recorded sounds will appear with a speaker symbol next to them in the tasks window. Click on the speaker symbol to hear the instruction.

Clicking the button will allow you to add a "Set date" and a "Hand in date".

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Set 'Lesson 1 - While Loops' as a task

Set date:

Hand in date:

Restrict access: To be done any time ▾

This task repeats: Does not repeat ▾

PREV   NEXT

When a "Set date" is entered the task will only be visible on or after the set date. When a "Hand in date" is entered the task will move to the done list on the day after the hand in date.
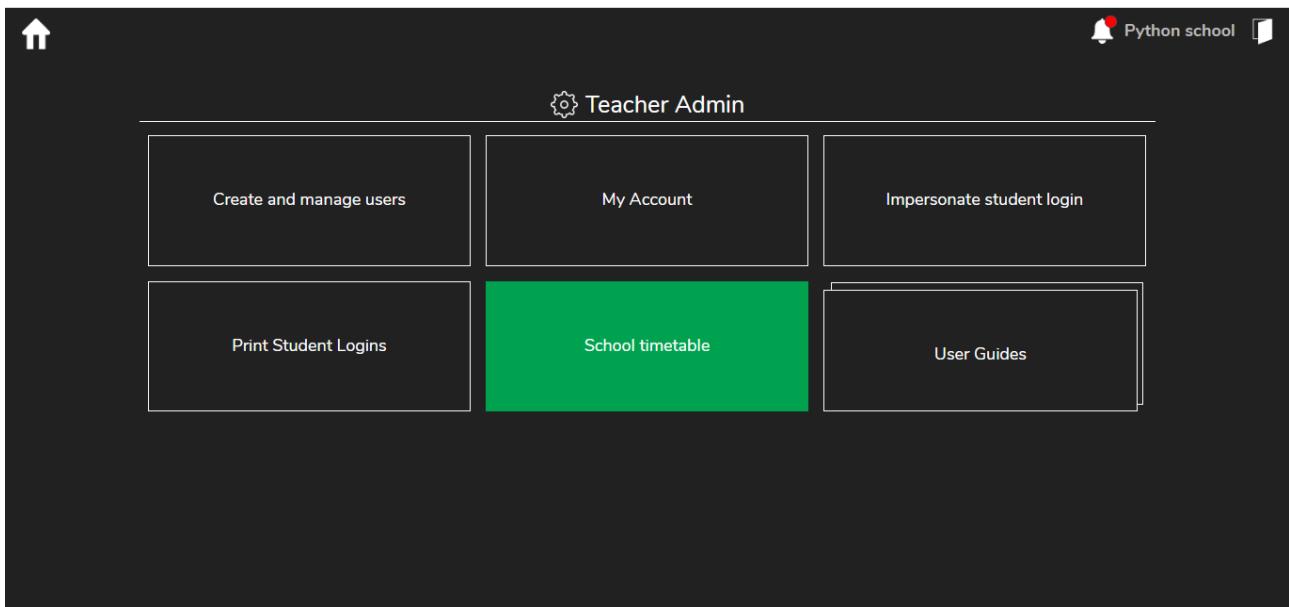
Restrict access allows the teacher to restrict students accessing the task at certain times.

To be done any time- Allows students to complete in school and at home.
To be done at school- Allows students to complete in school time only.
To be done at home- Allows students to complete in home time only.

Note: *To set the school timetable go to teacher admin in the dropdown menu and select 'School timetable'.*

⚙ Teacher Admin

| Create and manage users | My Account | Impersonate student login |
| Print Student Logins | School timetable | User Guides |

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Clicking the **NEXT** button will now allow you to assign the task to Year Groups, Teaching groups and individual students. You can select multiple students at once.


Click the **SET TASK** button at the bottom of the screen to finish assigning your task.

**The task will now be visible to your students.**

If you cannot see the class or group that you wish to assign work to, please speak to your Python in Pieces administrator. This is usually because you are not set as a Teacher for that class/group.

2.3 Setting a task from the Tasks area-
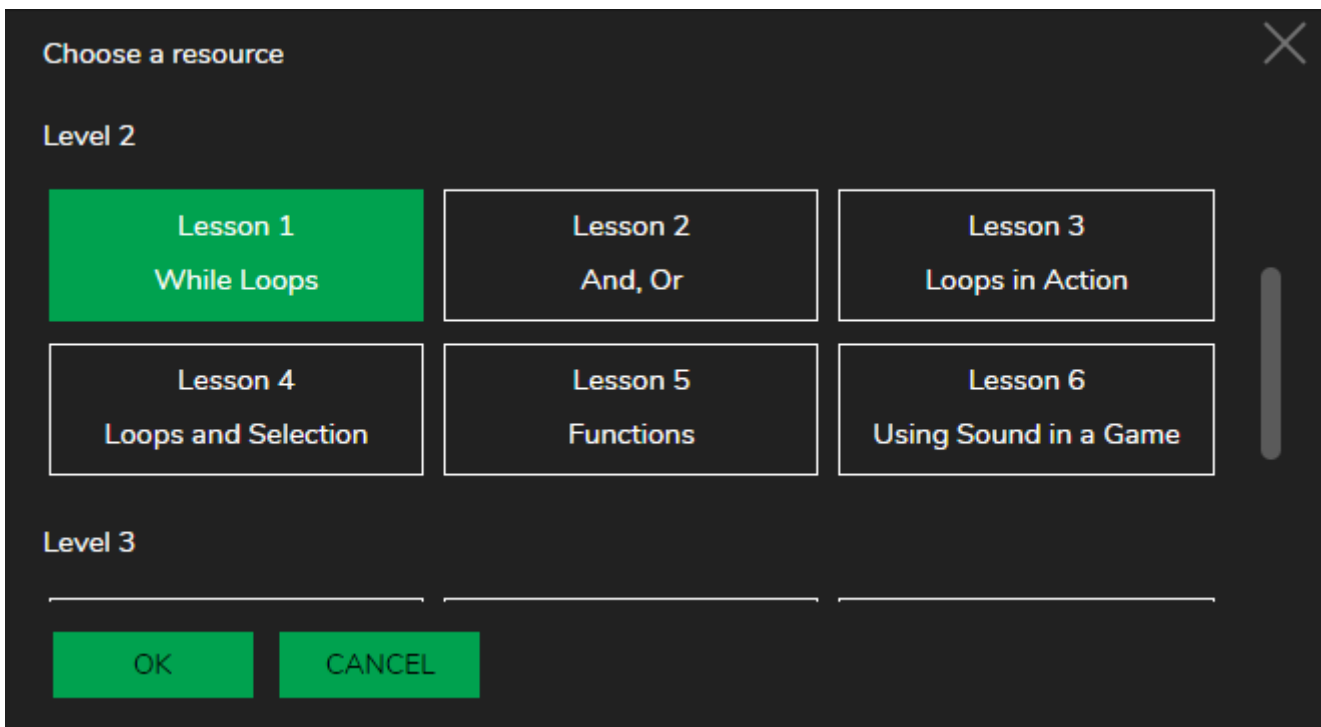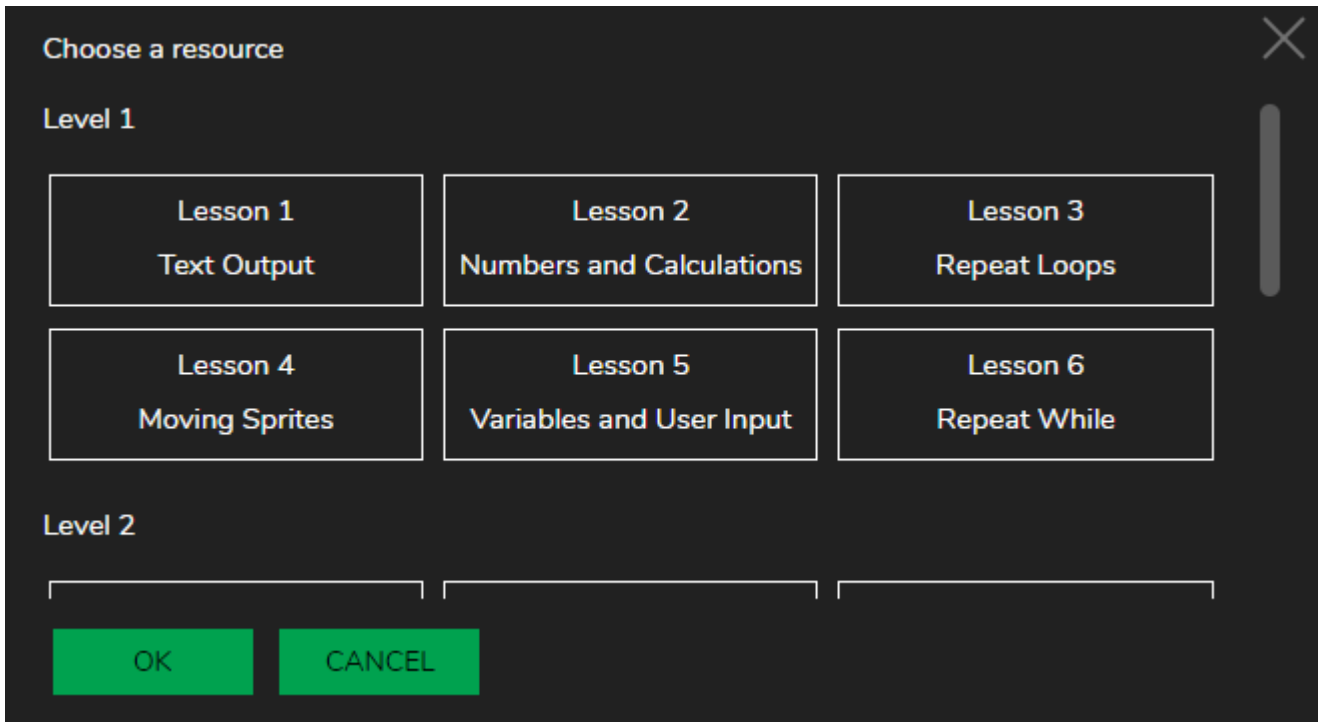From the home screen click on Tasks.
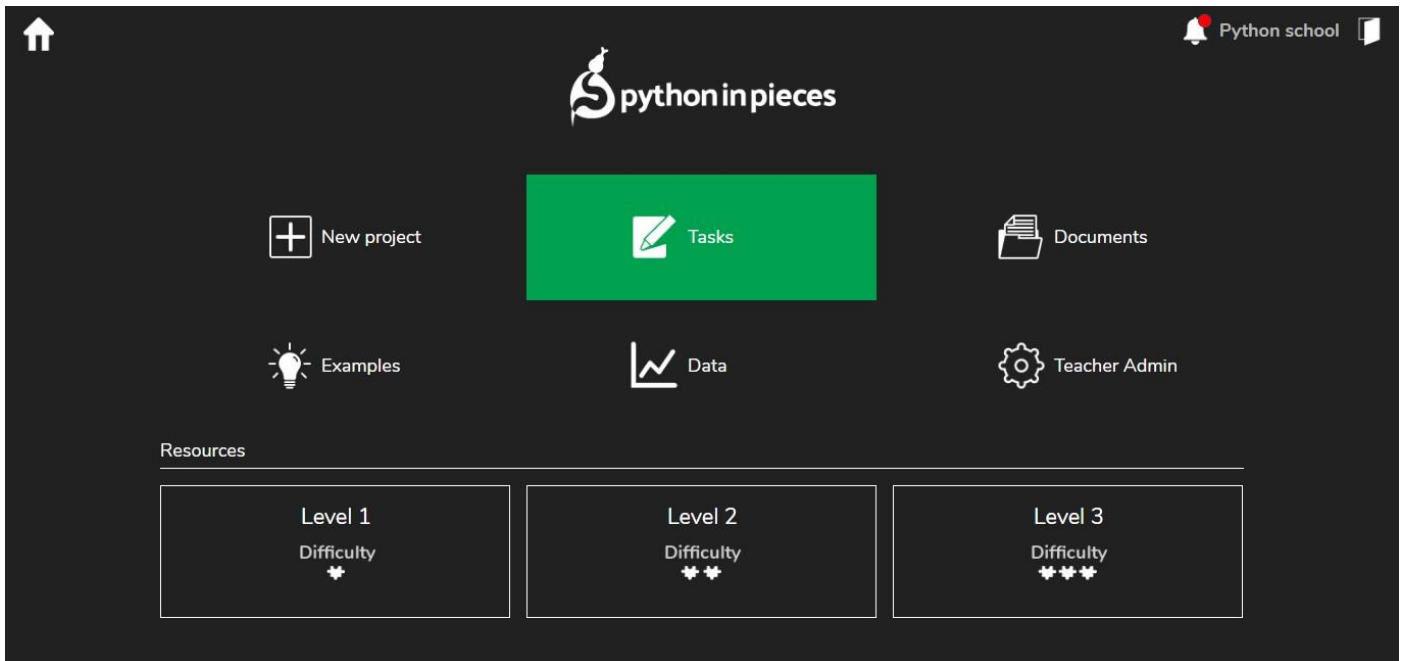
This will open the Tasks area. Here you can view tasks that are active and that have ended. You can also set a new task.
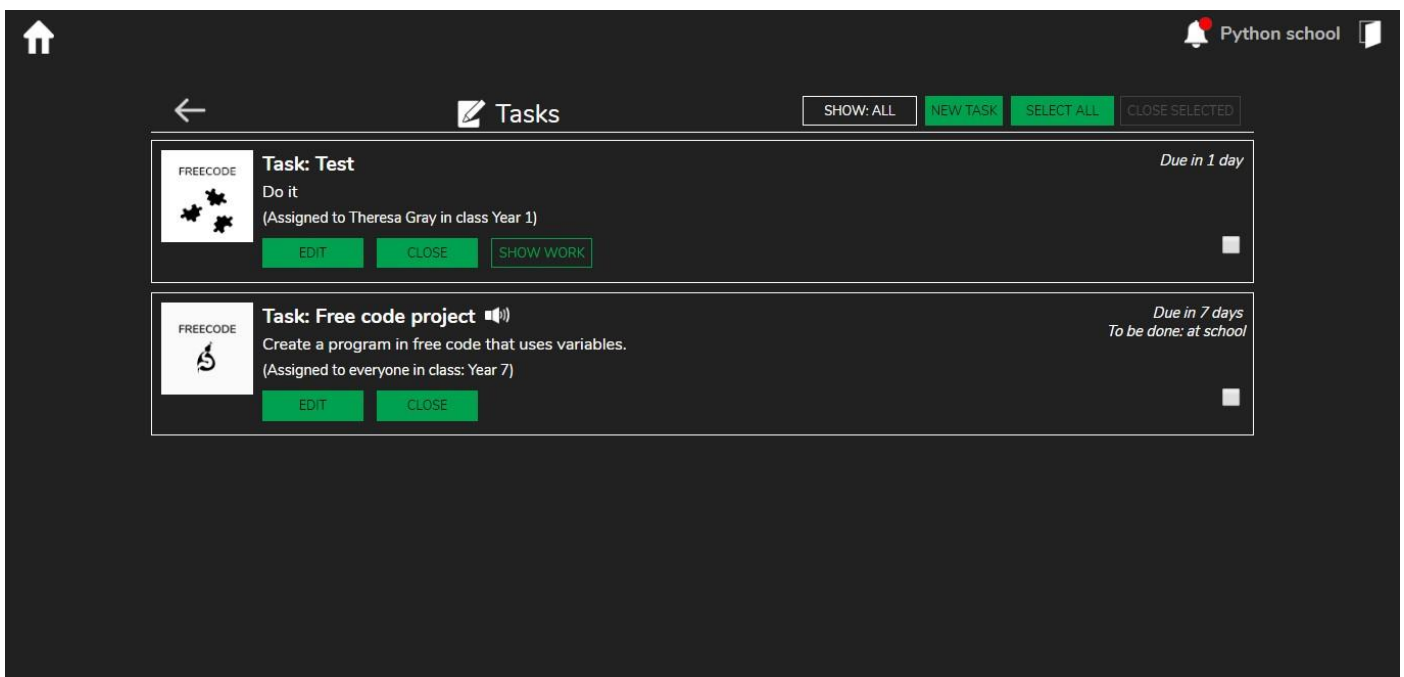
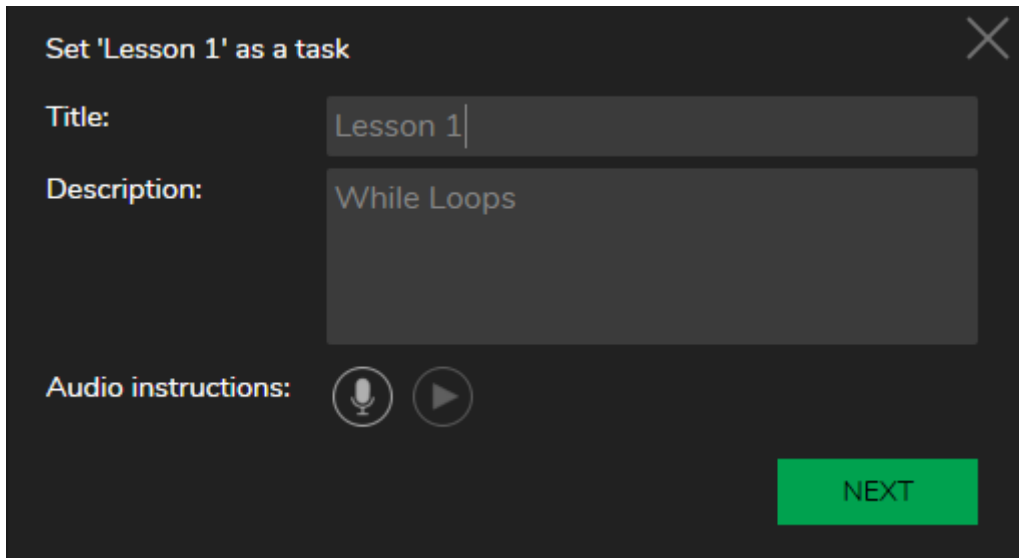To set a new task from the Tasks area, click on the **NEW TASK** button.

A new window will open which will allow you to view the lesson resources.

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Choose a resource

Level 1

Lesson 1 Text Output	Lesson 2 Numbers and Calculations	Lesson 3 Repeat Loops
Lesson 4 Moving Sprites	Lesson 5 Variables and User Input	Lesson 6 Repeat While

Level 2

OK   CANCEL

Choose a resource

Level 2

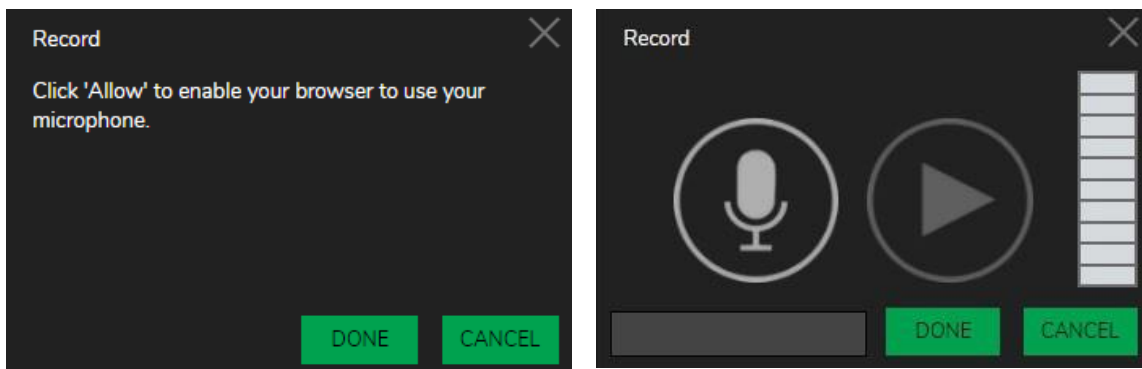| Lesson 1 While Loops	Lesson 2 And, Or	Lesson 3 Loops in Action
Lesson 4 Loops and Selection	Lesson 5 Functions	Lesson 6 Using Sound in a Game

Level 3

OK   CANCEL

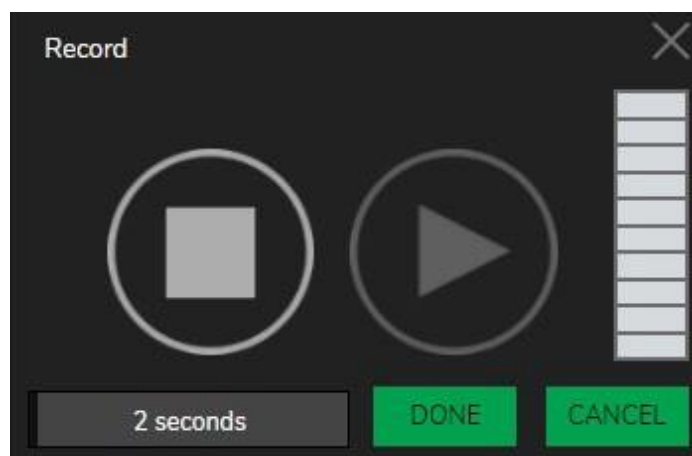Select the lesson resource that you would like your students to complete as a task and click okay.

A task information window will then be presented. In this window, you can edit the title and description of the readymade lesson resource.

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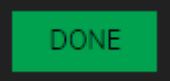
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You can also record audio instructions. Click the record button to open the sound recorder.

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Once the microphone is enabled and you are ready to record, click the microphone button to start the recording. Press the stop button to end the recording.

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When you are finished you can preview your recording by pressing the Play button or rerecord using by pressing the record button.

When you are happy click **DONE** and continue to set your task. Any tasks with recorded sounds will appear with a speaker symbol next to them in the tasks window. Click on the speaker symbol to hear the instruction.

Clicking the **NEXT** button will allow you to add a "Set date" and a "Hand in date".

When a "Set date" is entered the task will only be visible on or after the set date. When a

"Hand in date" is entered the task will move to the done list on the day after the hand in date.
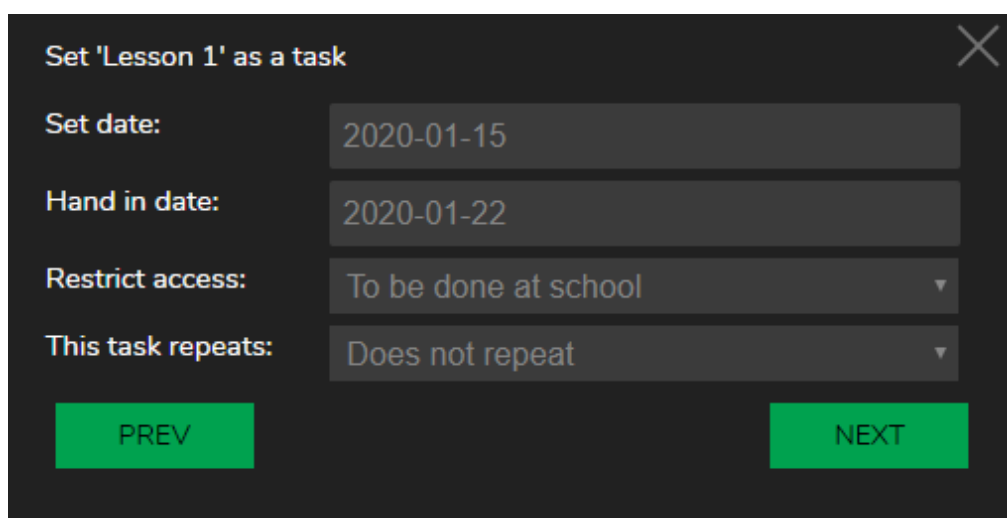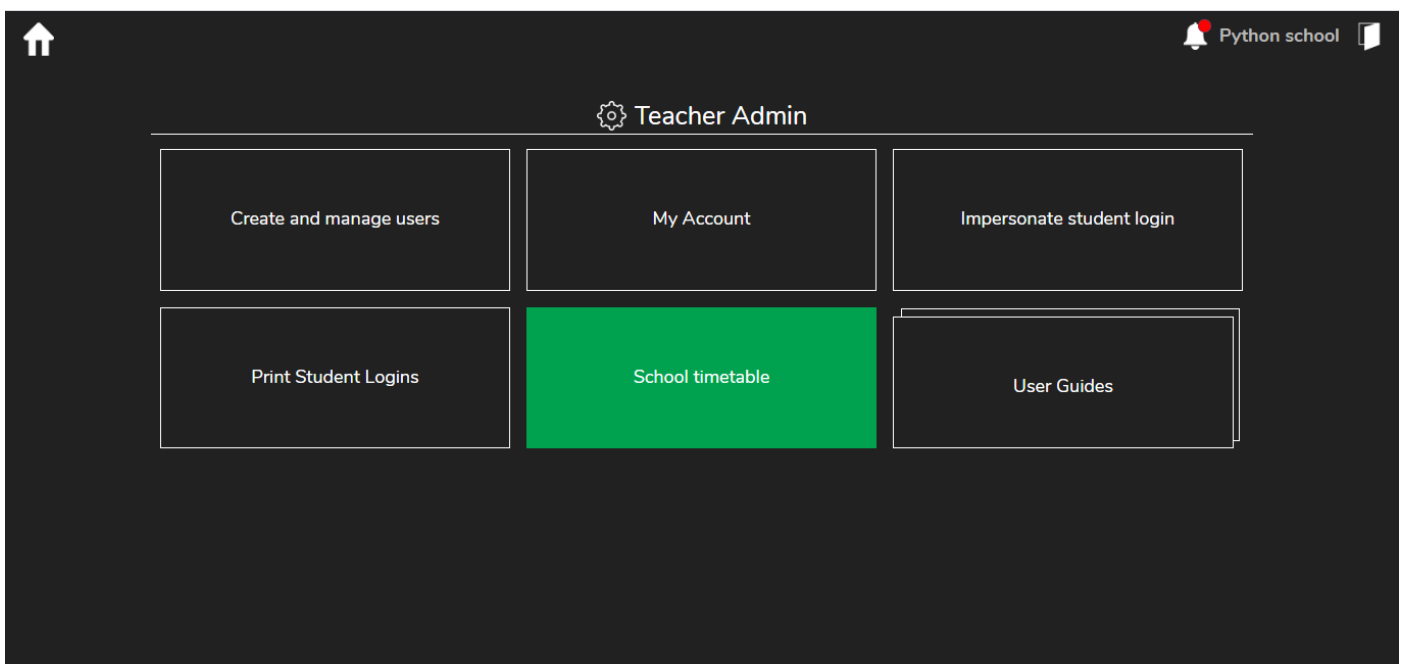
Restrict access allows the teacher to restrict students accessing the task at certain times.

To be done any time- Allows students to complete in school and at home.
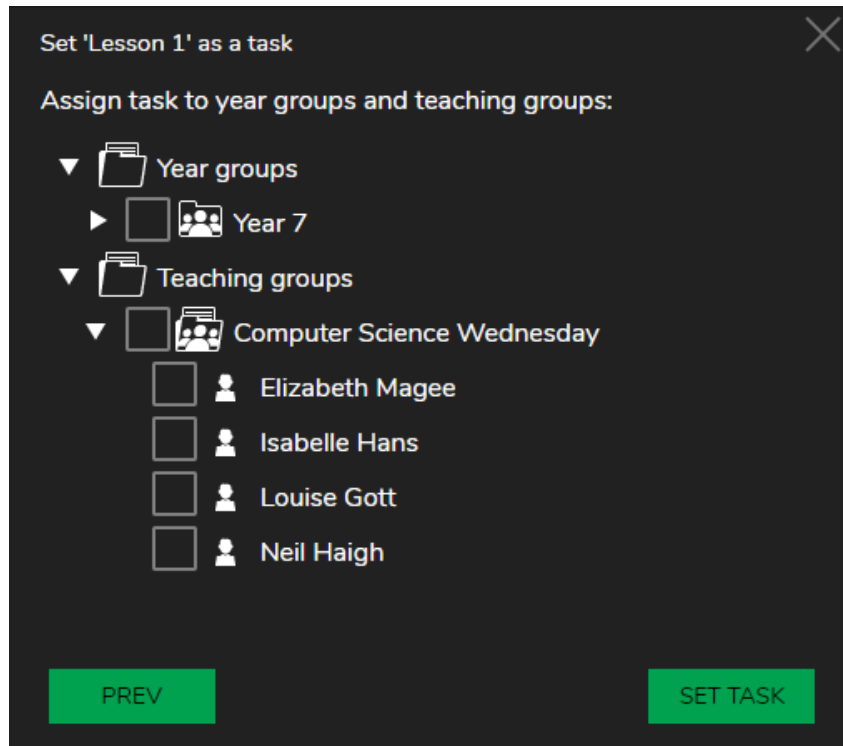To be done at school- Allows students to complete in school time only.
To be done at home- Allows students to complete in home time only.

Note: *To set the school timetable go to teacher admin in the dropdown menu and select 'School timetable'.*

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Clicking the **NEXT** button will now allow you to assign the task to Year Groups, Teaching groups and individual students. You can select multiple students at once.

Set 'Lesson 1' as a task

Assign task to year groups and teaching groups:

▼ 📁 Year groups
  ▶ ☐ 👥 Year 7
▼ 📁 Teaching groups
  ▼ ☐ 👥 Computer Science Wednesday
    ☐ 👤 Elizabeth Magee
    ☐ 👤 Isabelle Hans
    ☐ 👤 Louise Gott
    ☐ 👤 Neil Haigh

PREV   SET TASK

Click the **SET TASK** button at the bottom of the screen to finish assigning your task.
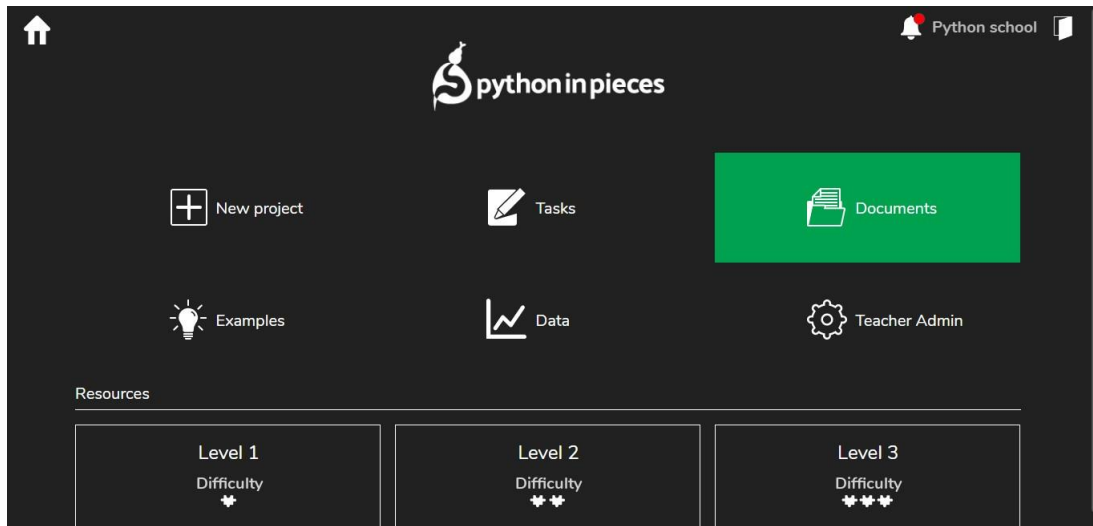
The task will now be visible to your students.

If you cannot see the class or group that you wish to assign work to, please speak to your Python in Pieces administrator. This is usually because you are not set as a Teacher for that class/group.

2.4 Setting Documents as tasks-
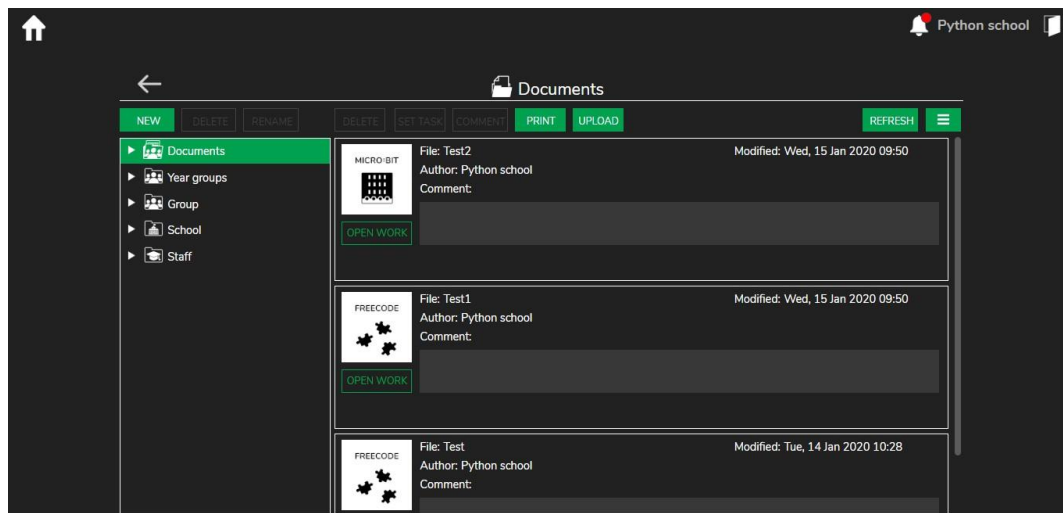The documents area is where you can view student files and your own creations. You can use the Set Task function in Documents to set your own program as a task for your students to continue working on.

Click on the documents area, on the home screen.

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Find the document that you wish to set as a task with your students.
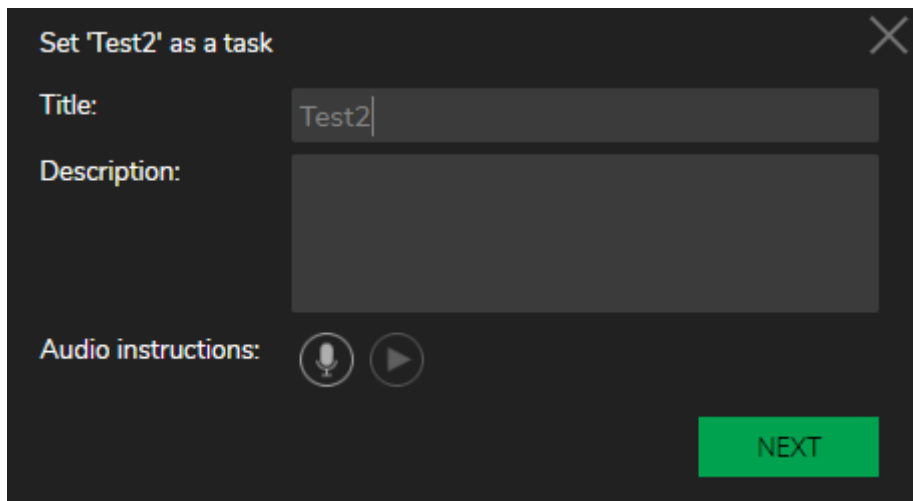
Click on the file to select it.
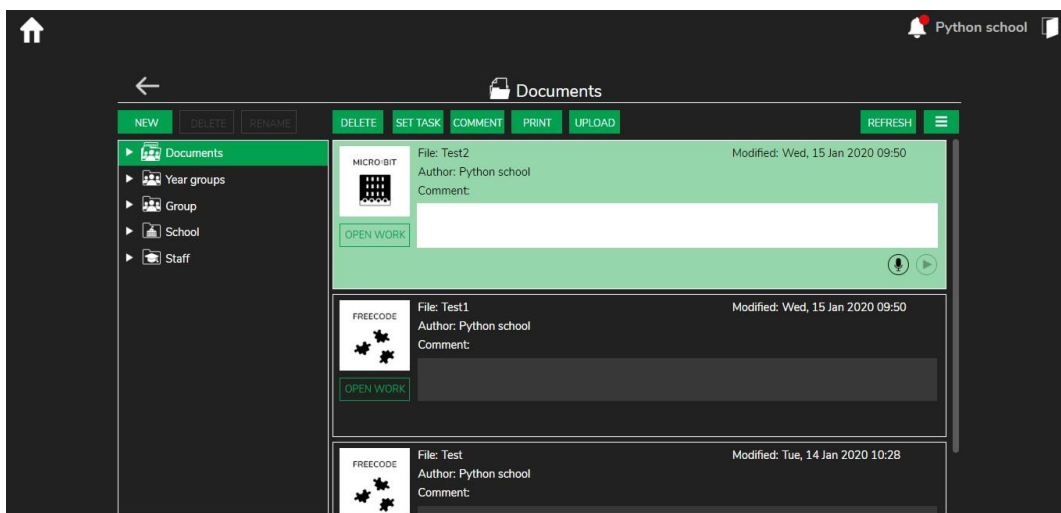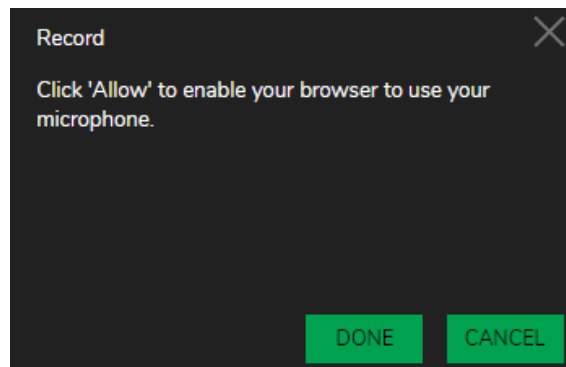
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Once selected click the **SET TASK** button.

Set 'Test2' as a task

Title: Test2

Description:

Audio instructions: 🎤 ▶

NEXT

In the window above you can edit the title and description of the task.
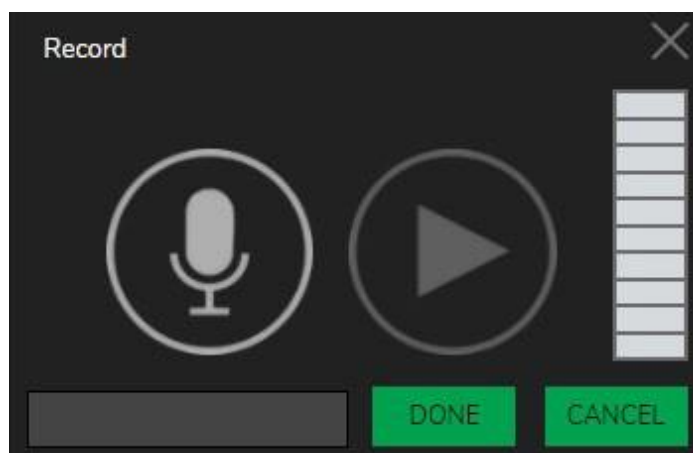
You can also record audio instructions. Click the record button 🎤 to open the sound recorder.

You may get a prompt to enable the microphone.

Record

Click 'Allow' to enable your browser to use your microphone.

DONE   CANCEL

Record

🎤   ▶

DONE   CANCEL

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Once the microphone is enabled and you are ready to record, click the microphone button to start the recording. Press the stop button to end the recording.

When you are finished you can preview your recording by pressing the Play button or rerecord using by pressing the record button.

When you are happy click [DONE] and continue to set your task. Any tasks with recorded sounds will appear with a speaker symbol next to them in the tasks window. Click on the speaker symbol to hear the instruction.

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Clicking the **NEXT** button will allow you to add a "Set date" and a "Hand in date".

When a "Set date" is entered the task will only be visible on or after the set date. When a "Hand in date" is entered the task will move to the done list on the day after the hand in date.

Restrict access allows the teacher to restrict students accessing the task at certain times.

To be done any time- Allows students to complete in school and at home.
To be done at school- Allows students to complete in school time only.
To be done at home- Allows students to complete in home time only.

Note: *To set the school timetable go to teacher admin in the dropdown menu and select 'School timetable'.*

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Clicking the **NEXT** button will now allow you to assign the task to Year Groups, Teaching groups and individual students. You can select multiple students at once.

Click the **SET TASK** button at the bottom of the screen to finish assigning your task.

The task will now be visible to your students.

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If you cannot see the class or group that you wish to assign work to, please speak to your Python in Pieces administrator. This is usually because you are not set as a Teacher for that class/group.

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3. Tasks for Students

Any student who is assigned a task will see it within the tasks tab on the Python in Pieces homepage.
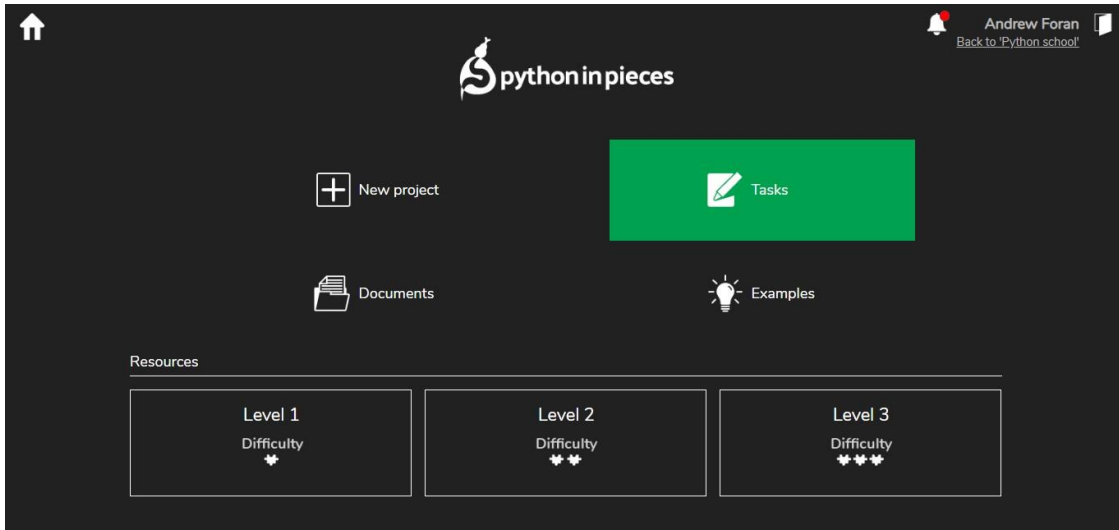
When students click on this tab, they will see a list of all the tasks they have been set. The tasks will be in "due date" order with completed assignments at the bottom.

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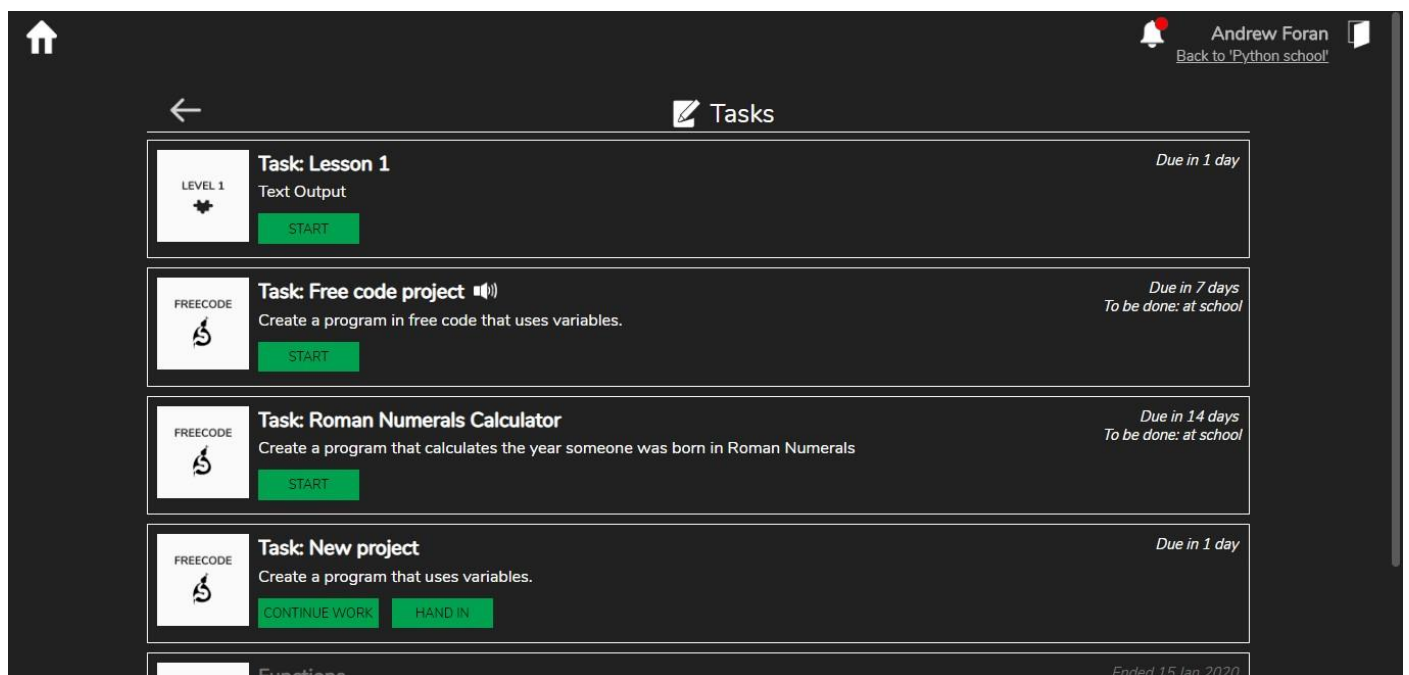
To complete a task:

1. Students should click on the START button. This will take them to the task that needs to be completed.

2. Students can then complete the task. Students can save their work as they go. If the student exits the task after a change has been made to their work, they will be prompted to save it.

The saved work will populate in the class tasks teachers 'Documents' area. This will allow teachers to monitor the saved tasks.

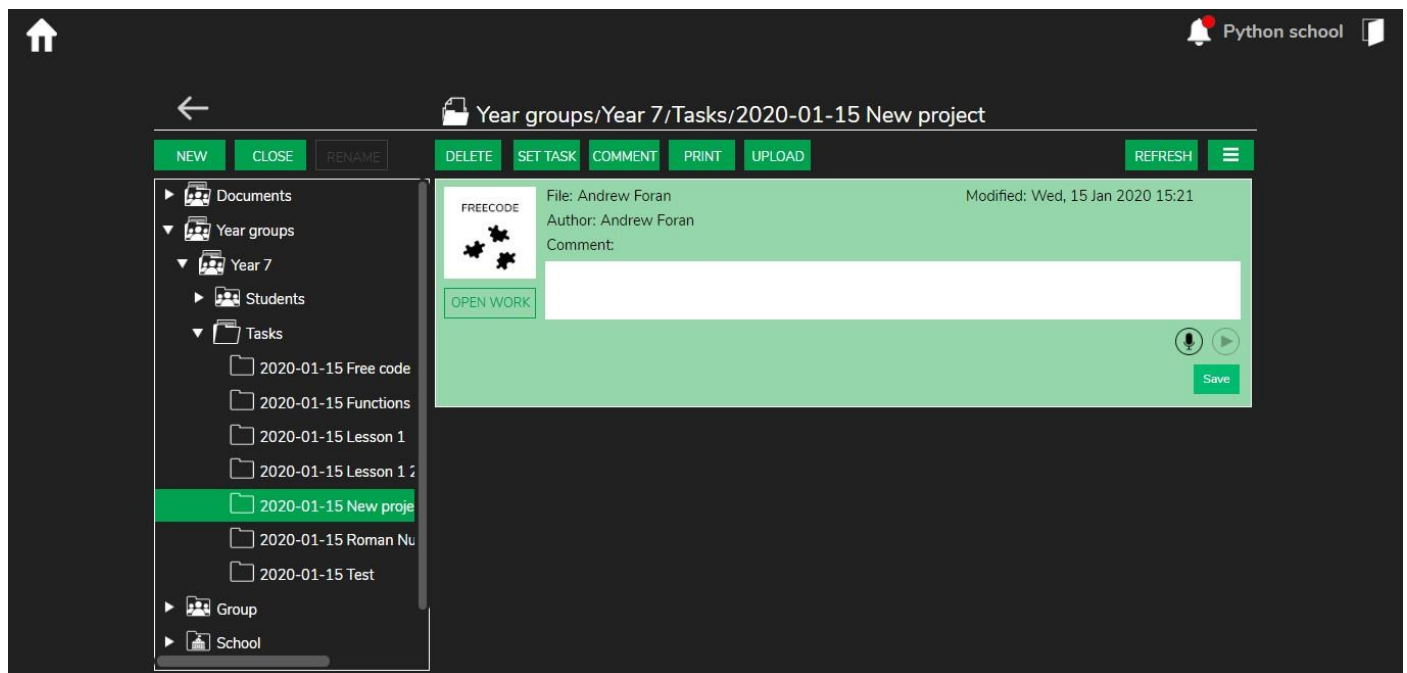**3.** Once a student has saved their work and has exited it to the task area, the task will now display with two new buttons- Continue Work and Hand In. Students can continue working their task by clicking- Continue Work.

Students can Hand In their work by clicking Hand In. Once a task has been handed in, it can no longer be worked on by the student.
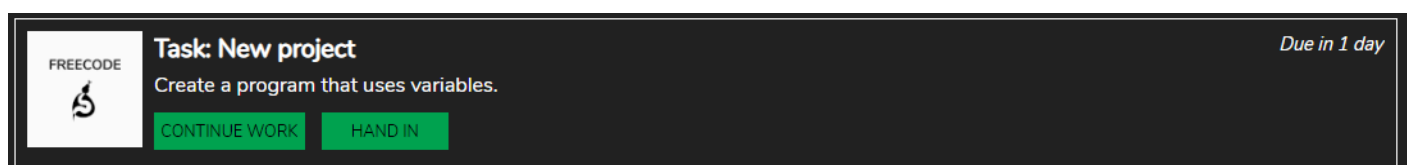
Students can add a typed comment for the teacher when they click the HAND IN button.

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Hand in task

I enjoyed this.

OK   CANCEL
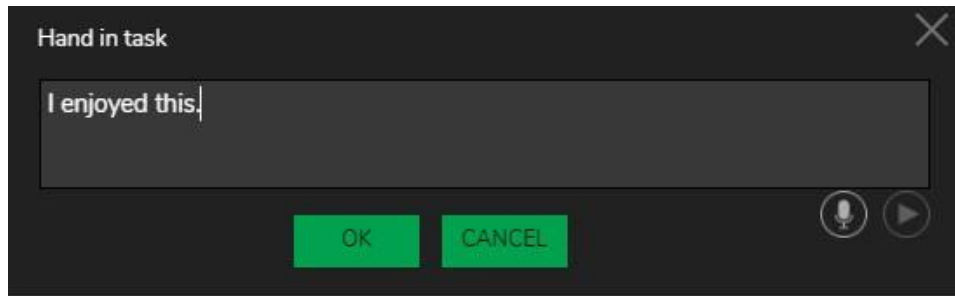
4. Once a task has been handed in, it will move to the bottom of the tasks list.

FREECODE

Functions
Create a program
I enjoyed this.

OPEN WORK

Ended 15 Jan 2020

Students can click on the **OPEN WORK** button to view their work.

5. Once the teacher who set the task has marked the work, students will receive a notification telling them that their work has been marked.

FREECODE

New comment for 2do Functions
Fantastic Andrew

a few seconds ago
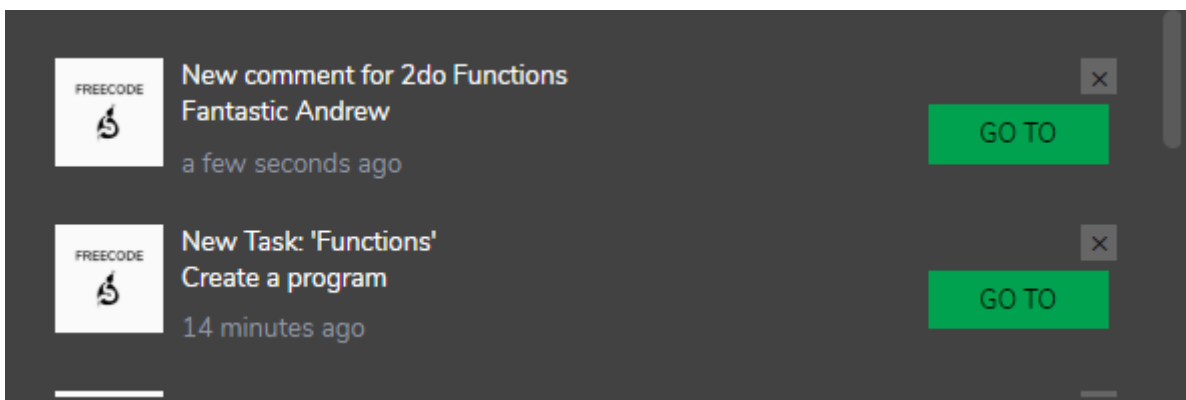
GO TO

FREECODE

New Task: 'Functions'
Create a program

14 minutes ago

GO TO

Comments will show under the task in the tasks area.

FREECODE

Functions
Create a program
I enjoyed this.

Fantastic Andrew

OPEN WORK

Ended 15 Jan 2020
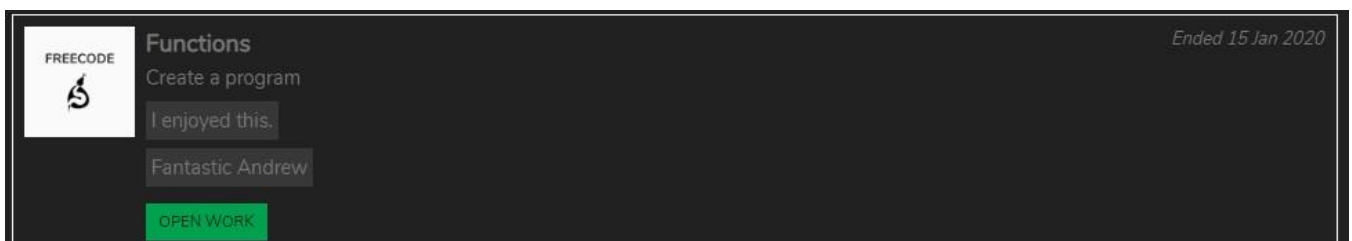
Comments will also appear within the Python in Pieces coding environment/readymade lesson activity.

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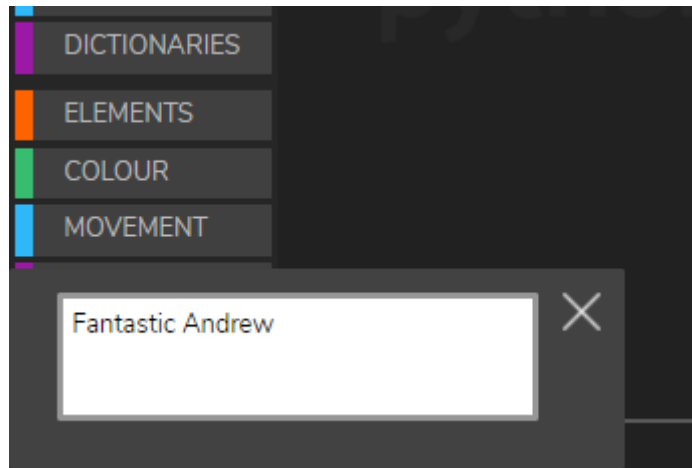
4. Completed Tasks

There are several ways to view and mark completed work. Teachers can access the work via 'Notifications', 'Tasks' or 'Documents'
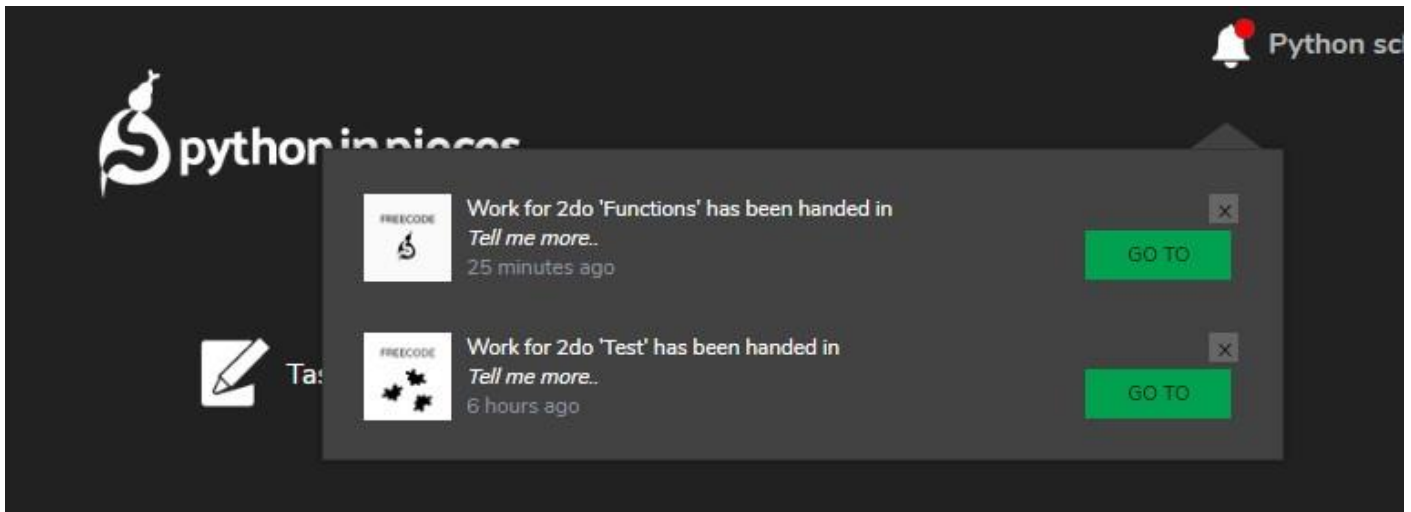
Accessing via notifications
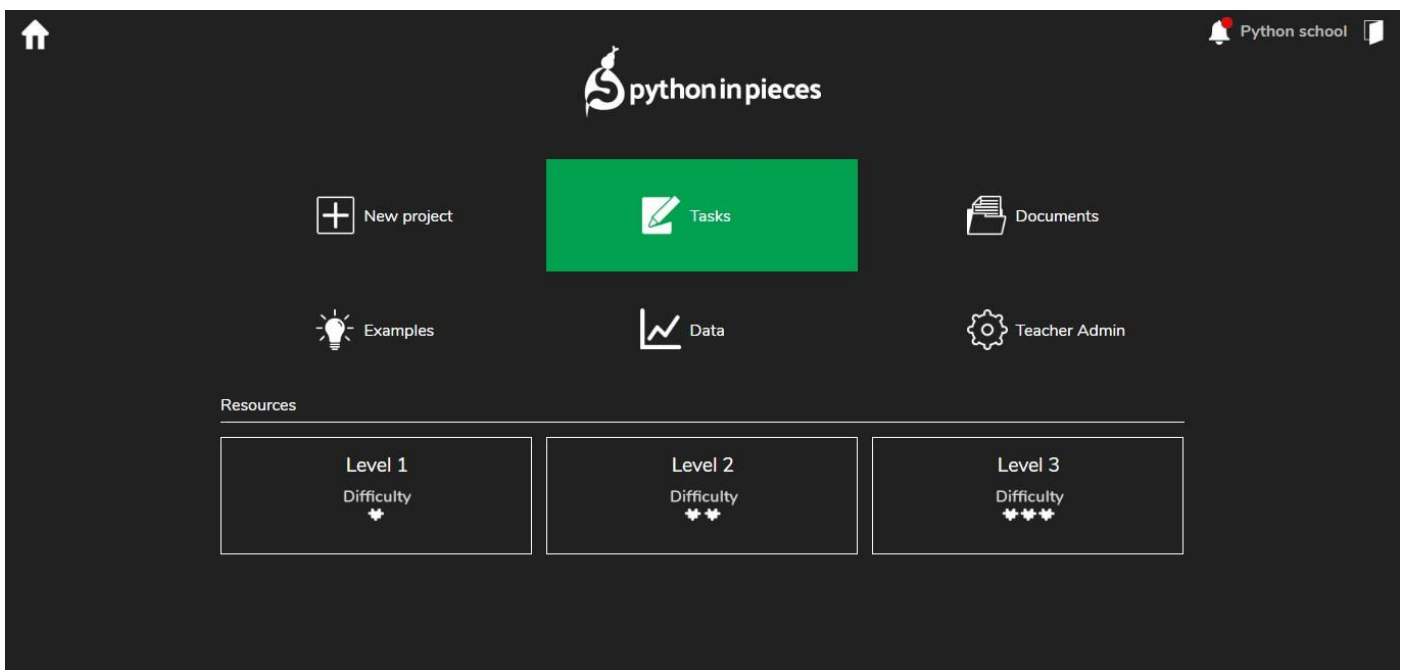Teachers will receive notifications that completed tasks have been handed in in the Alerts tab.
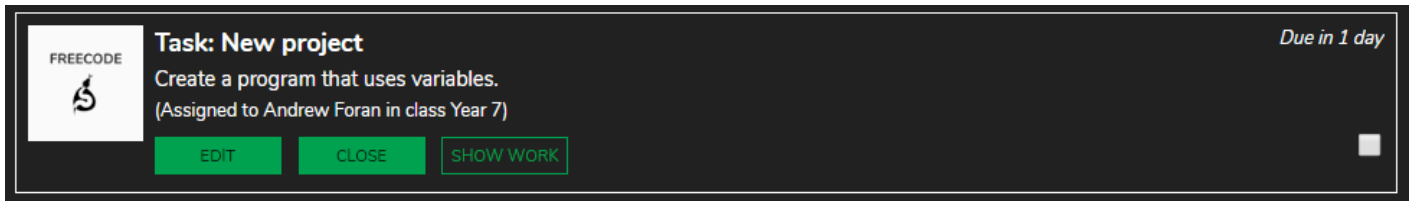

The ![GO TO] button will take you directly to the tasks folder for that piece of work.

Accessing tasks via the tasks tab:
Completed tasks can be accessed by clicking on the tasks tab.

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When a task is completed by a student, their work is saved in a specific tasks folder. Once a task has been handed in, a button will appear on the Teacher's tasks page under that task.

Clicking will take you directly to the tasks folder where the work is saved where you will be able to view the work and add comments.

Accessing tasks via Documents:
Click on the Documents tab.
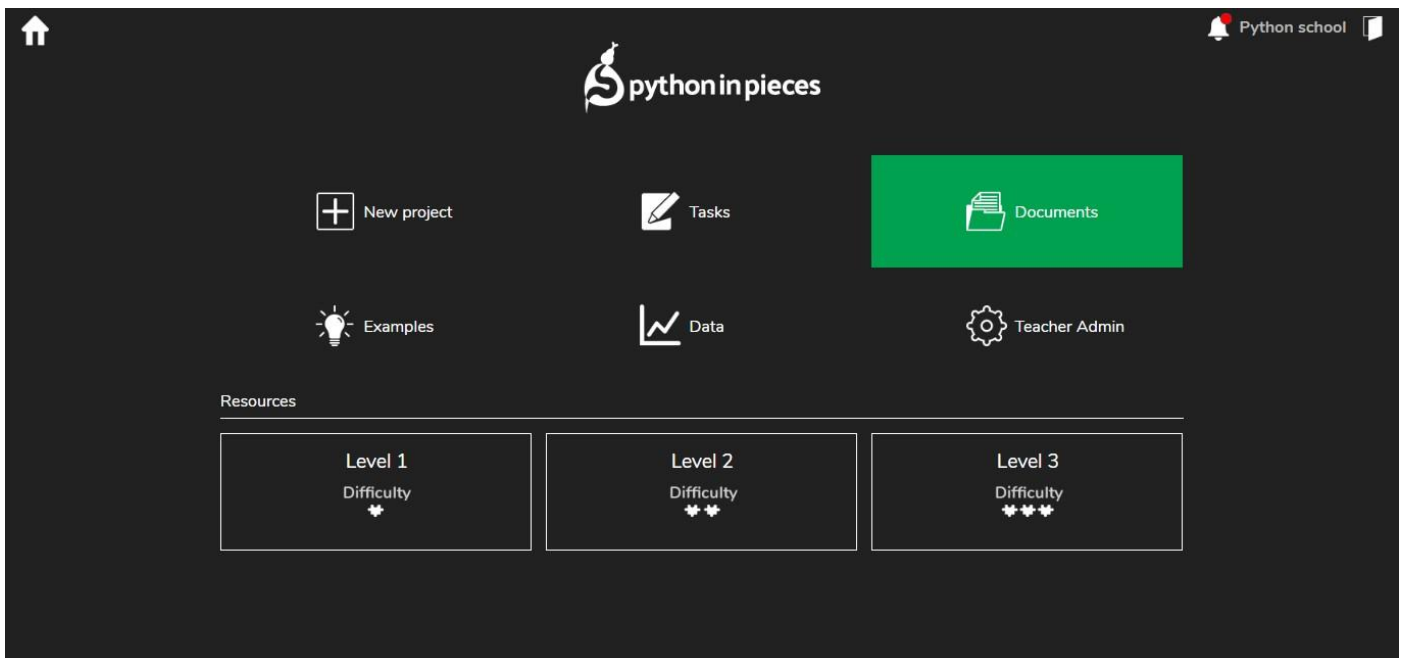
Navigate the folders on the left hand side of the documents screen, to find the Year Group or Teaching group whose work you are looking for.

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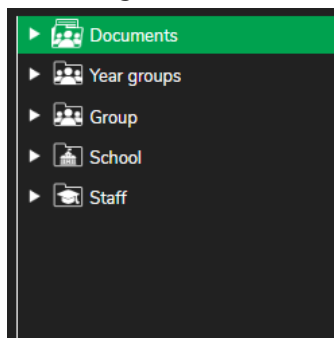
When a task is set, a folder is created within the year group or group folder called tasks. All completed tasks will be automatically saved to this folder.
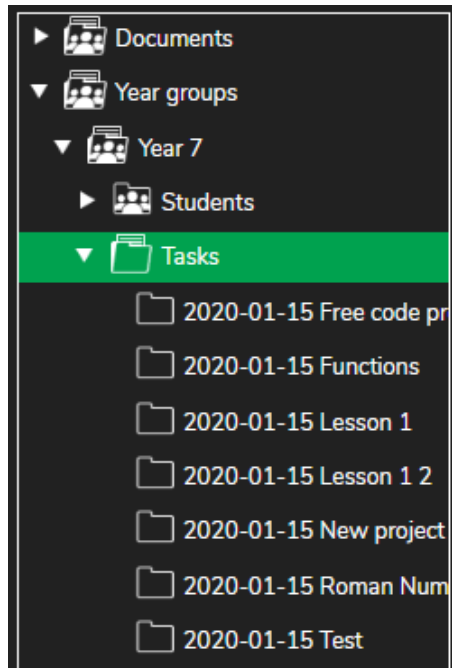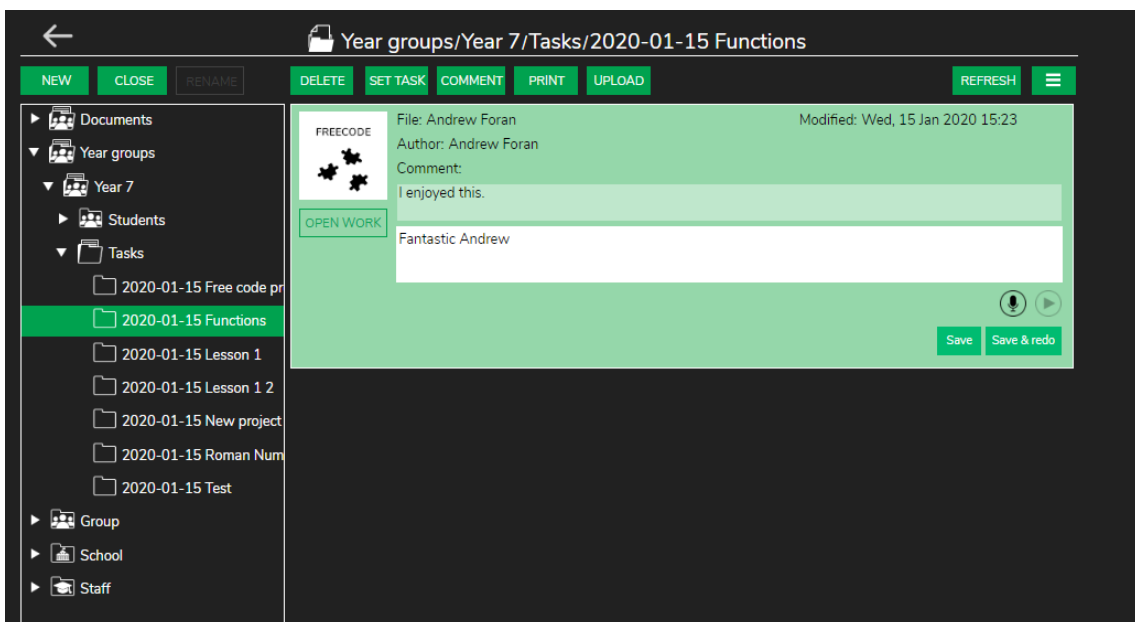

You will only be able to see the year groups or teaching groups which are assigned to you as a Teacher. You will be able to see all completed tasks within the task folder for the year groups or teaching groups.


You can view and comment on tasks.
When a task has been commented on, the student will receive a notification.

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5. Editing a Task

You can edit the title, description, set date and hand in date of an existing task. You cannot change who it is assigned to.

1. Go to tasks on the Python in Pieces homepage.
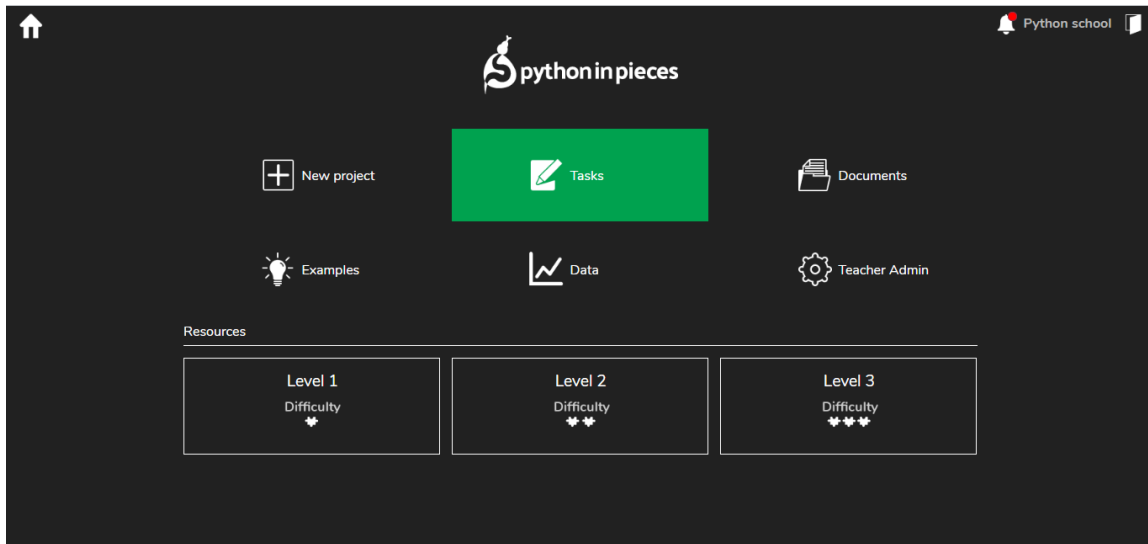
2. Find the task that you wish to edit and click the **EDIT** button.
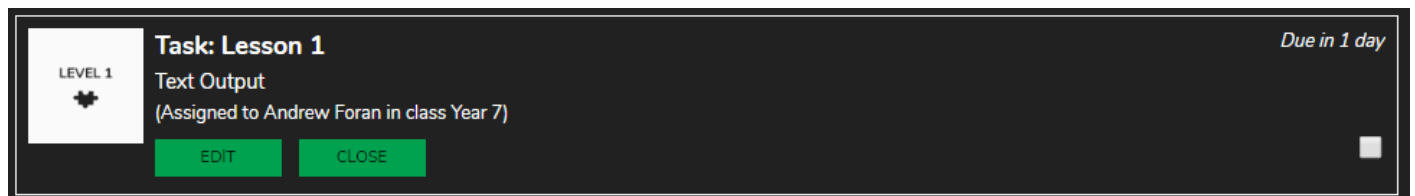
3. Change the information that you wish to edit and click **SAVE CHANGES**.

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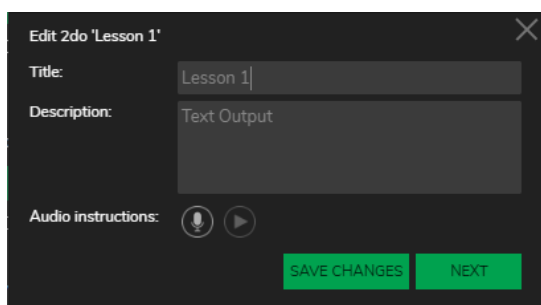
6. Closing (Deleting) a Task

1. Go to Tasks on the Python in Pieces homepage.
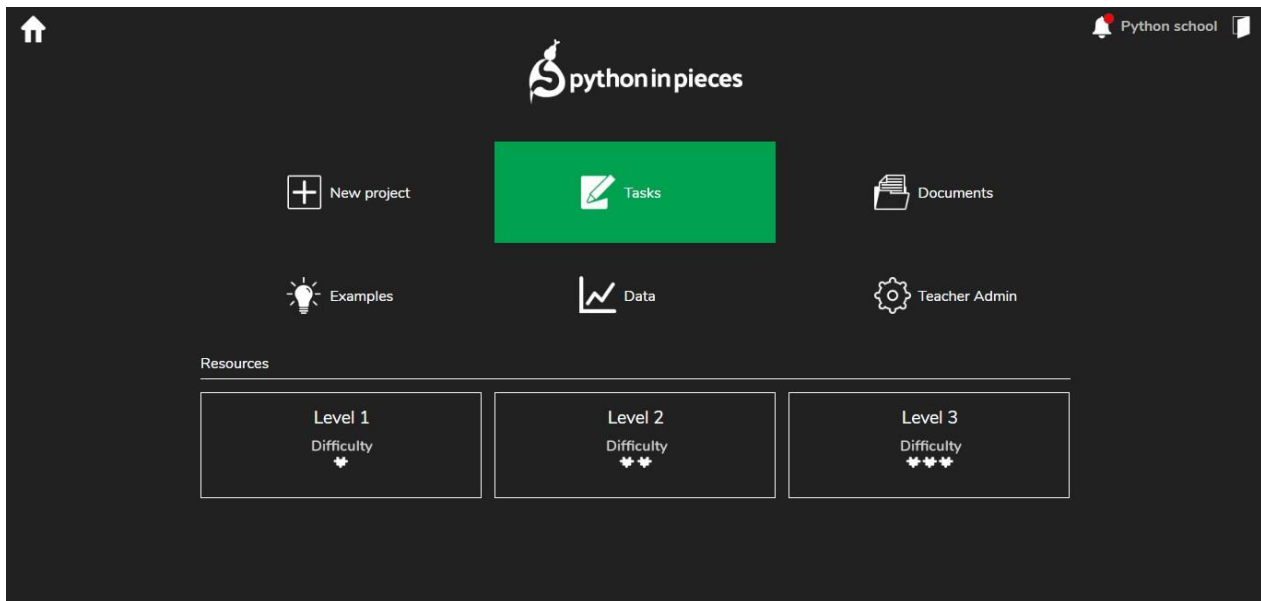
2. Find the task that you wish to close/delete and click the `CLOSE` button.
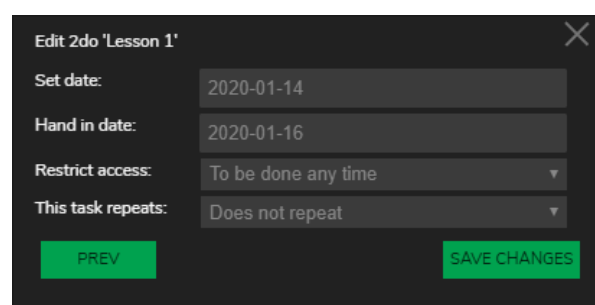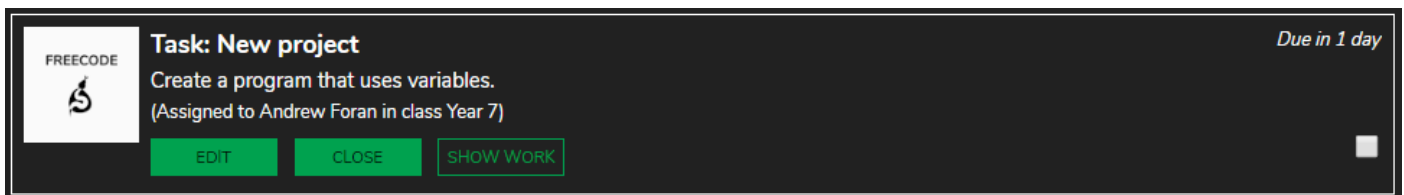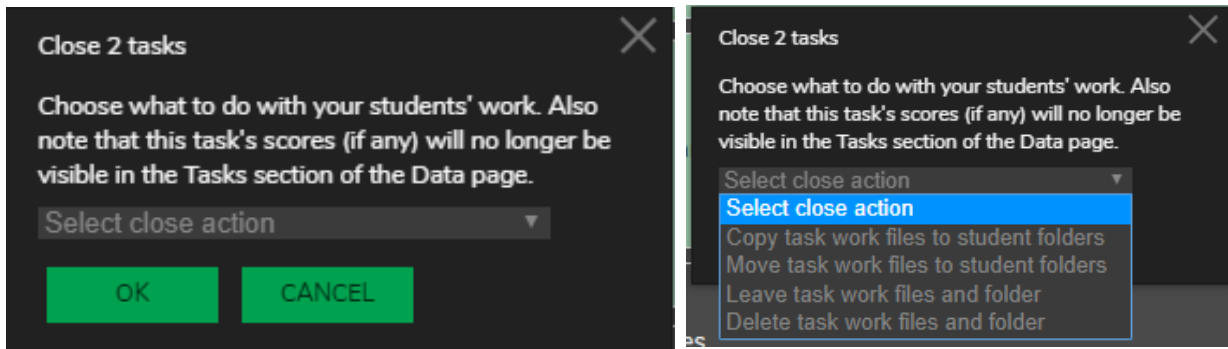

3. You can close several tasks at once by selecting them and clicking the `CLOSE SELECTED` button.

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3. You can use "Select All" to close them all in one go.

4. Once this has been clicked you must select a close action:

There are four possible actions:

Copy task work files to student folders: The task work files will be copied to the appropriate student folders into a subfolder called "Done tasks". The task will be removed from the tasks list for students and staff, but the folder and work files will remain in the Documents in the tasks folder.

Move task work files to student folders: The task work files will be moved to the appropriate student folders into a subfolder called "Done tasks". Then the task work folder for the class or group will be deleted.

Leave task work files and folder: The task will be removed from the tasks list for students and staff, but the folder and work files will remain in the Documents in the tasks folder. This is useful if you want to keep a record of the work for the tasks, but you no longer want the students to see the task and their work.

Delete task work files and folder: The task work files and will be completely removed and the work will be lost.

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7. Alerts

The alerts icon is the place in Python in Pieces where you will be informed of things requiring your attention.
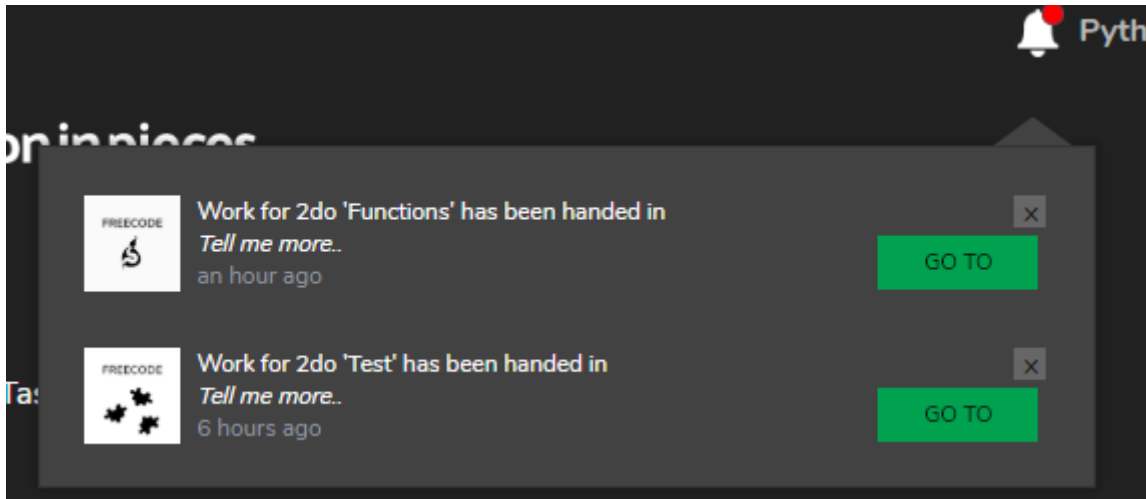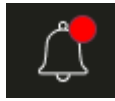
You can jump straight to the folder for a task using .

You can dismiss any notification by clicking the cross icon.

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8. Setting redo Tasks

Teachers can set a redo for a task.

This allows students to make changes and improve their completed work.

Go to the 'Documents' and identify the task and select the file that you would like a student to redo.
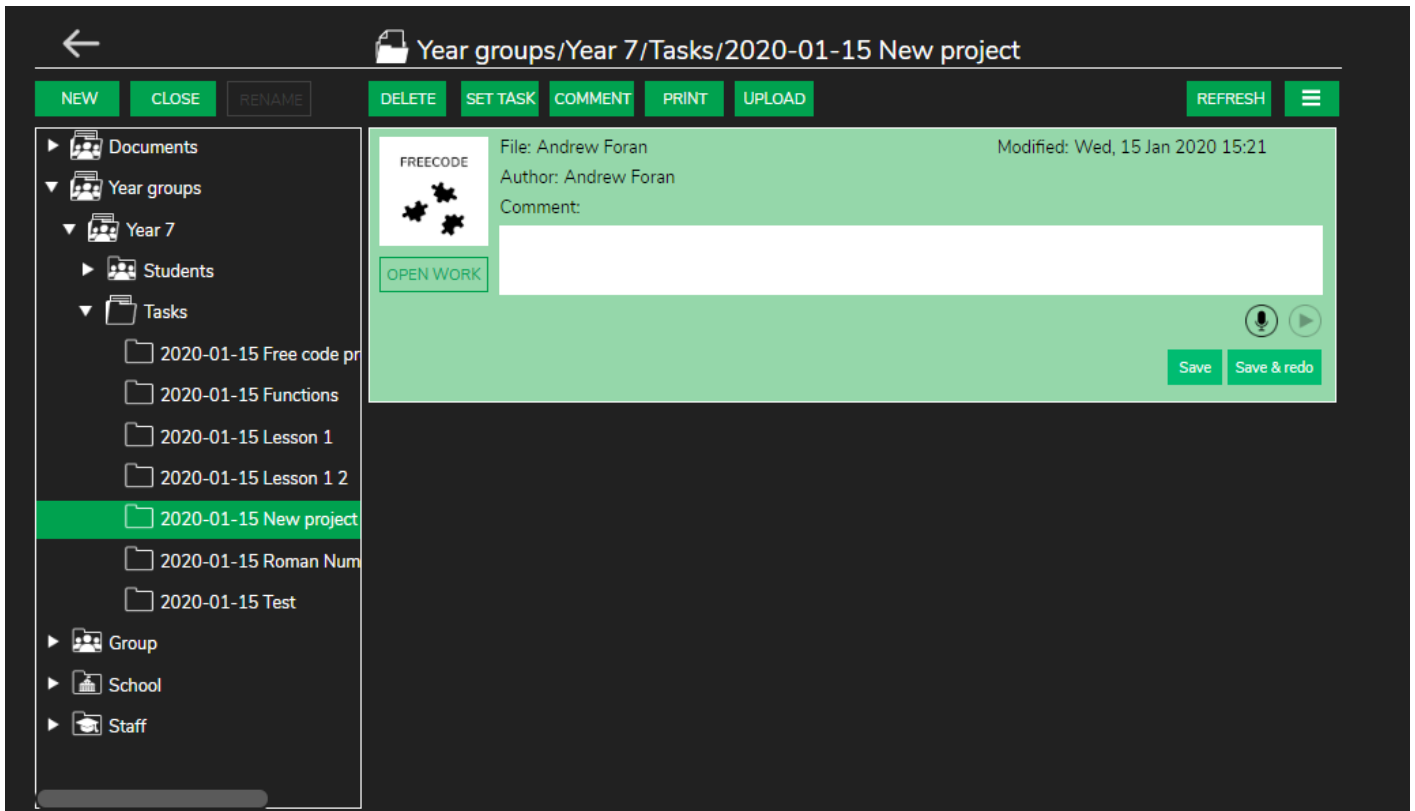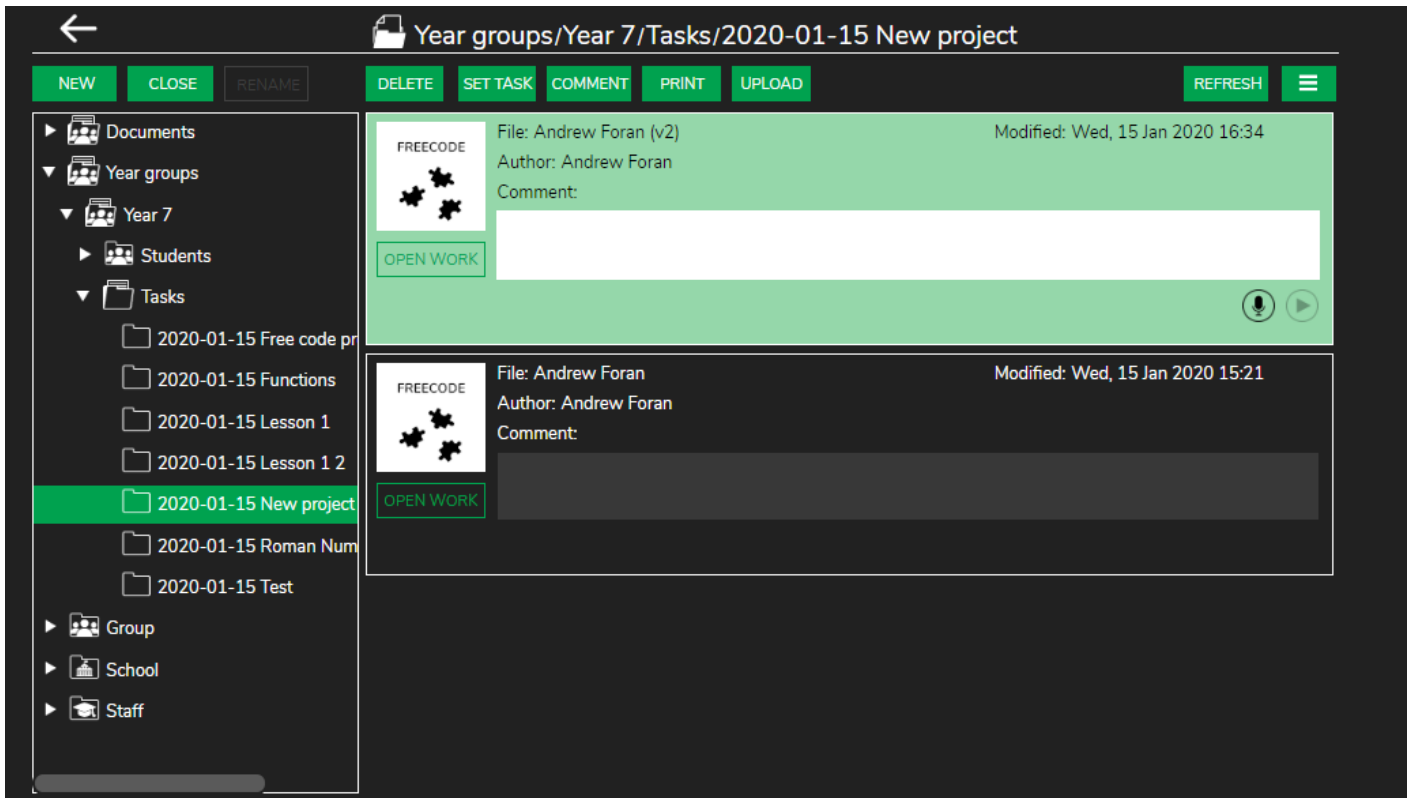

Teachers can add a comment to the task in the comment box.

Click the **Save & redo** button. This saves the work as it was and sends the original work back to the student to complete.

Students can then complete the work. When the work is saved and handed in it will save as a new version of the file e.g. v2 in the task folder.

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Teachers can continue to add comments and set additional redo's until they feel the work meet has met the required standard.

N.B. A Redo can only be set from the most recent version of a piece of work.
Each saved version will display the comments made by the student and teacher on that version.

The full conversation of comments between the teacher and student will be visible in the student's task list.

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