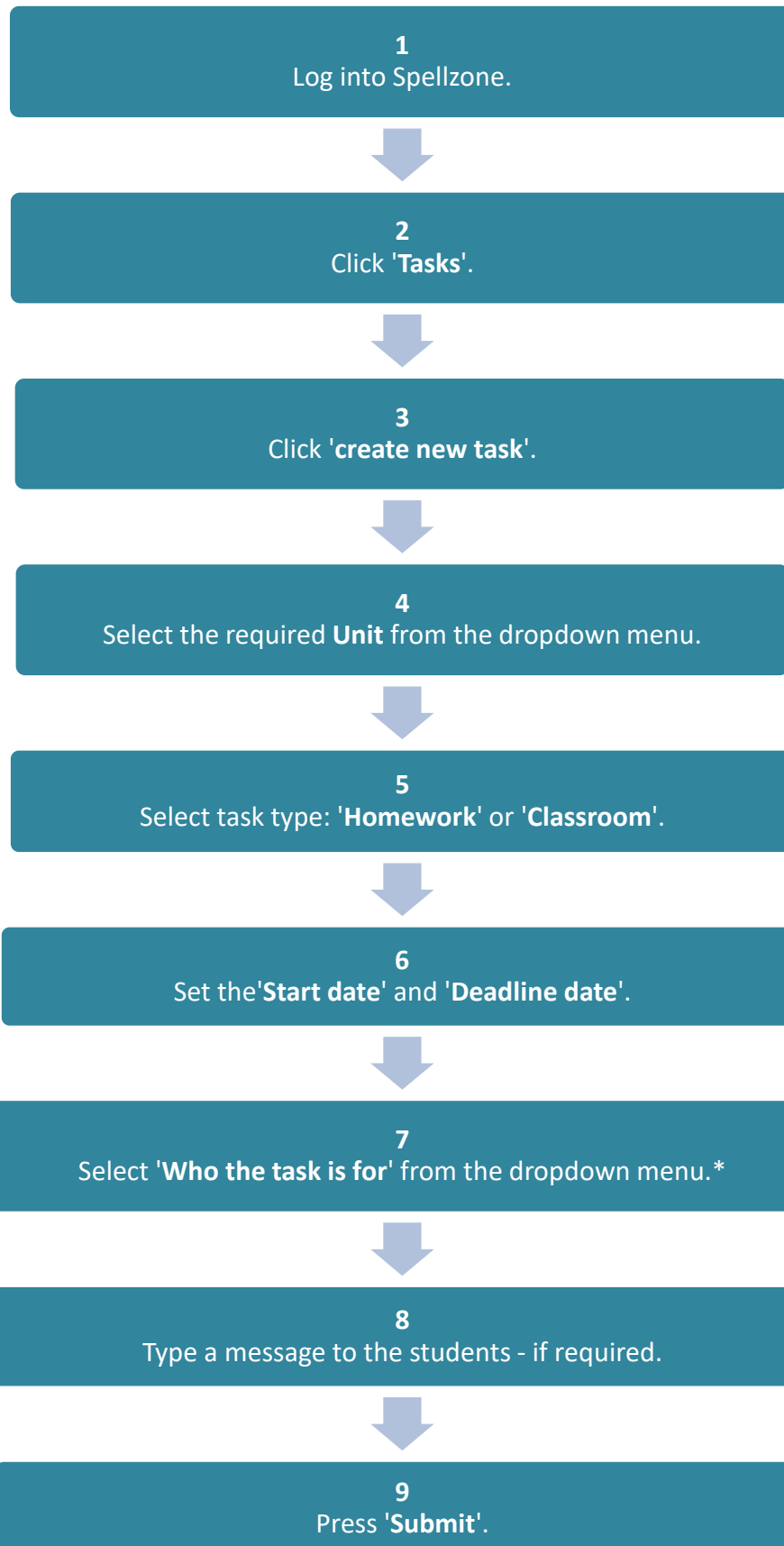


How to set a Spellzone unit as a task - page one



* Options available are: All students, a specific class (if available), or individual students.
See page 2 for setting tasks for individual students.

How to set a Spellzone unit as a task - page two

If you would like to set a task for an individual student(s):



Follow **steps 1-6** on page one.



7
Select 'I want to select individual students'
from the dropdown menu.



8
Type a message to the student(s) - if required.



9
Press 'Submit'.



10
Select the student(s) from the list.



11
Press 'Submit'.

Note:

Once you have submitted a task you will be taken to your Task home page where you will see the task listed. Students will be notified of the task the next time they log onto Spellzone.