

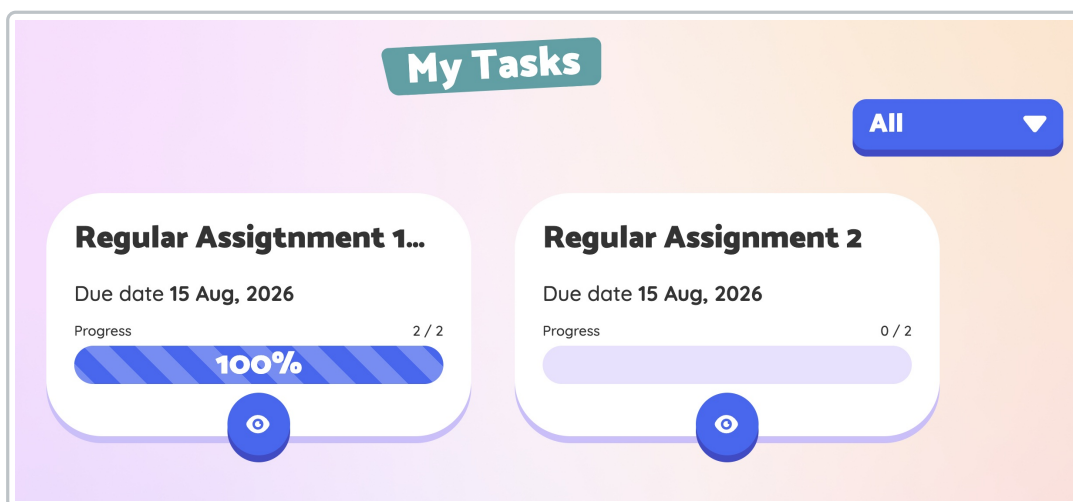
My tasks

09/01/2026 2:05 pm EDT

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This section allows students and families to view the activities assigned by the teacher, check their due dates, track progress, and submit responses once completed. From this area, users can monitor pending work and verify which activities have already been completed.



What are Tasks?

Tasks are activities assigned by the teacher to help students practice and reinforce the content covered throughout the course.

Each task may contain one or more activities and includes information such as:

- Task name
- Due date
- Task status
- Progress percentage
- Score earned
- Number of completed activities

How to access My Tasks?

1. Sign in to the platform using your account.
2. Select **My Tasks** from the main menu.
3. The list of assigned tasks will be displayed.
4. Review the information available for each task:

- Name
- Due date
- Progress
- Status

Information available for each task

Each task card displays important information to help track the student's progress.

- **Due Date:** Indicates the deadline for completing the task.
- **Progress:** Shows how many activities have been completed out of the total assigned.
- **Progress Percentage:** Represents the overall completion status of the task.
- **View Details:** The view icon allows you to access the task content and review its activities.

How to Filter Tasks?

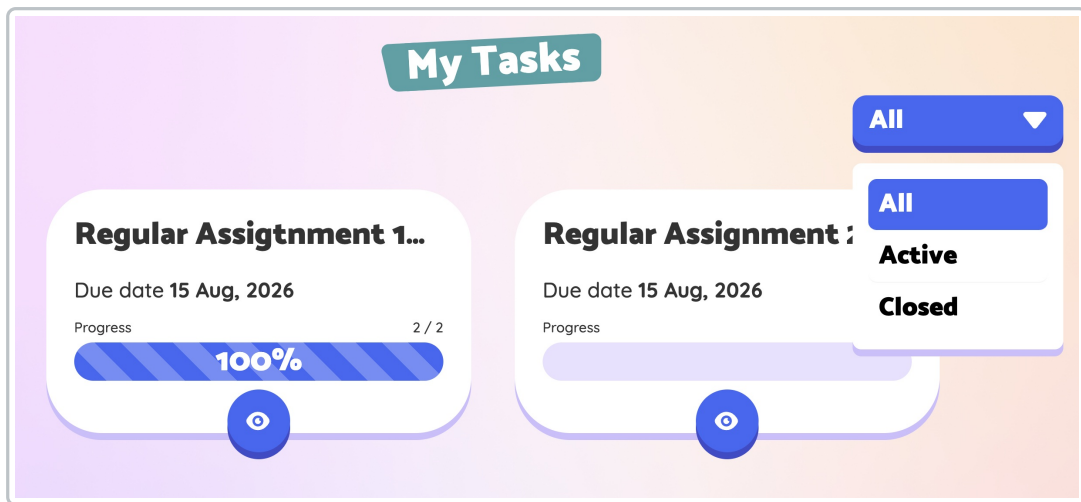
In the upper-right corner, you will find the task filter.

Available Options

- **All:** Displays all assigned tasks.
- **Active:** Displays only tasks that are currently available for completion.
- **Closed:** Displays tasks that have ended or whose due date has passed.

Steps to use the Filter

1. Click the drop-down menu.
2. Select one of the following options:
 - All
 - Active
 - Closed
3. The task list will update automatically.



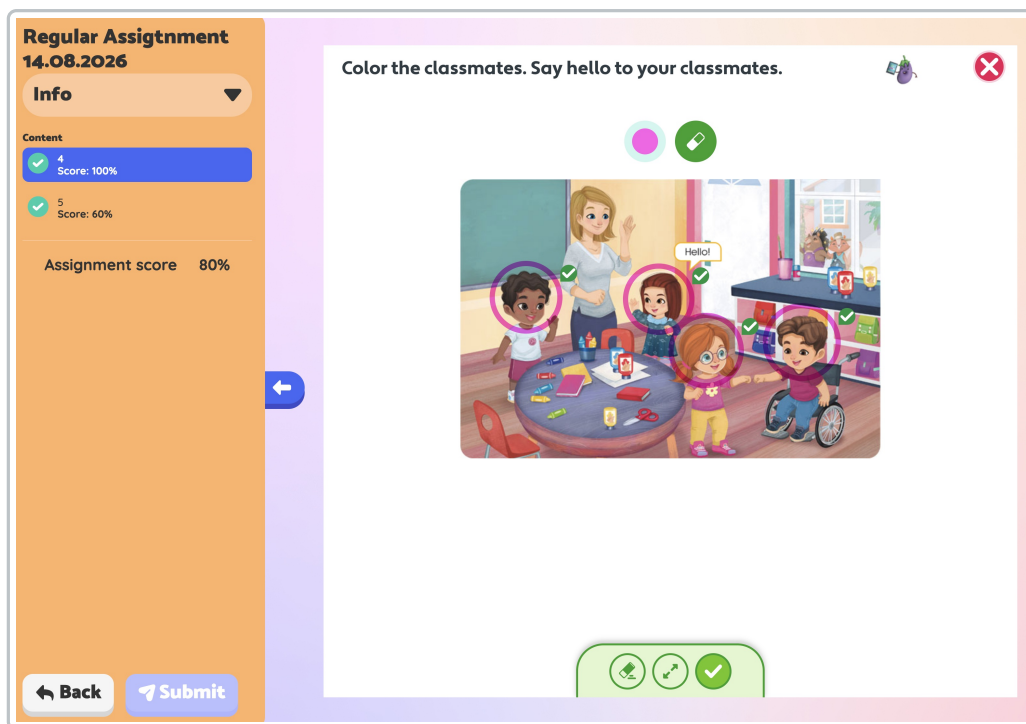
How to complete a Task?

1. From **My Tasks**, locate the task you want to complete.
2. Click the **View** button (eye icon).
3. The task content will open.
4. Complete each of the available activities.
5. Check your progress within the task.
6. Once all activities have been completed, click **Submit** to send your work.

Task details information

When you open a task, you will be able to view:

- **Assigned Activities:** A list of all exercises included in the task.
- **Individual Scores:** Each activity may display the score or result obtained.
- **Assignment Score:** Shows the overall score achieved for the entire task.
- **Completion Status:** Visual indicators make it easy to identify which activities have already been completed.



The **Assignment Score** is the overall grade earned for the task, calculated based on the results of the activities included in the assignment.

This indicator provides a clear overview of the student's overall performance on the assigned task.



Why is it great?

- Centralizes all assignments in one place.
- Allows parents and students to easily monitor progress.
- Helps identify pending and completed activities.
- Displays results and progress in real time.
- Makes it easier to keep track of due dates.
- Promotes organization and academic responsibility.



Keep in mind

- Some assignments may contain multiple activities that must be completed before submission.
- An assignment is not considered complete until it has been successfully submitted using the **Submit** button.
- Closed assignments may remain visible for reference, depending on the course settings.
- It is recommended to regularly check the **My Tasks** section to stay up to date with assigned activities.



Recommended Devices for Preschool

For an optimal experience when navigating, viewing, and interacting with the content, **the use of an iPad is strongly recommended.**

Activities can also be completed on other compatible tablets; however, the experience may vary depending on the device's specifications, operating system version, screen size, and browser being used.
