

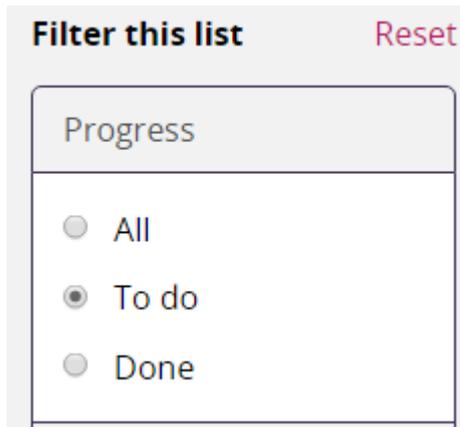


Wycliffe Managing Tasks

The tasks are accessible here: <https://preportal.wycliffe.co.uk/set-tasks>

Filter the tasks

This is the quickest and easiest way to reduce the amount of tasks that are visible and check they still need action:



Filter this list Reset

Progress

- All
- To do
- Done

Sort the tasks

You can also sort the tasks, to show the most recent at the top.



Sort by Due Date (earliest first) ▼ Sort by Due Date (latest first) ▼

You can then see any that are overdue and need acting upon first:



Wednesday 29th April Lesson 2+3 OVERDUE
Set 6MP Computing
Set by Emma Flake
Due Wed 29th Apr

The date that the task should be completed will be shown.

PTO

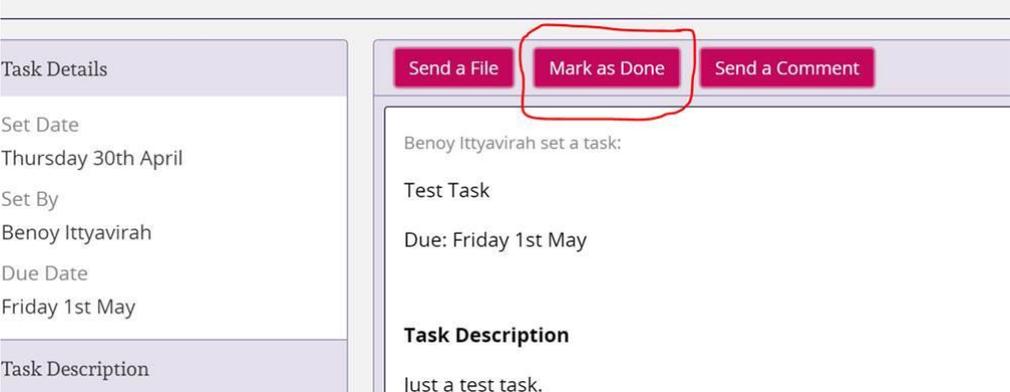
Bold & Loyal
1882...



Wycliffe Managing Tasks

Completing Tasks

When you have completed a Task, click 'Mark As done'. You can either do this by clicking on the specific Task and clicking on the 'Mark As Done' button. OR going into all tasks, select the task(s) you would like to mark as done and click on 'Mark As Done' button on the top right corner. This allows you to filter your 'To Do' Tasks in an organised and efficient manner.



Task Details

Set Date
Thursday 30th April

Set By
Benoy Ittyavirah

Due Date
Friday 1st May

Task Description

Send a File **Mark as Done** Send a Comment

Benoy Ittyavirah set a task:

Test Task

Due: Friday 1st May

Task Description

Just a test task.



Tasks

Filter this list Reset

Progress

- All
- To do
- Done

Read

- All
- Read
- Unread

Select 10 tasks on this page

Sort by Due Date (latest first)

<input checked="" type="checkbox"/> Test Task You Set by Benoy Ittyavirah	TO DO Due Fri 1st May
<input type="checkbox"/> [Archived] WORD TESTING MRS K-C You, Luca Webb and Test Sota Pupil Set by Louise Knighton-Callister	OVERDUE Due Mon 27th Apr
<input type="checkbox"/> [Archived] GCSE / A level grade awards All Students Set by Sean DUNNE	OVERDUE Due Mon 20th Apr

Mark 1 Task as To do **Mark 1 Task as Done**

Problems!

If you have a problem with a task, please do contact your subject teacher on Teams, or email. Please don't comment on the task if you have a problem as a teacher will not see it as quickly.

Also, try the help centre here:

<https://helpcentre.fireflylearning.com/students/tasks>

<https://helpcentre.fireflylearning.com/students/app/ios/tasks> (App version)