


Task Queue



For users with the appropriate security privileges to create and modify open tasks, the Task Queue is the first screen that displays when you access Special Services. You can access the Task Queue from any screen in Special Services by clicking **Task Queue**  on the Web site banner. If tasks have been created for students to whom you have access or you have previously created a task, the open tasks that meet the filter criteria in the Task Display Options box display on the Task Queue screen in one of the following lists:

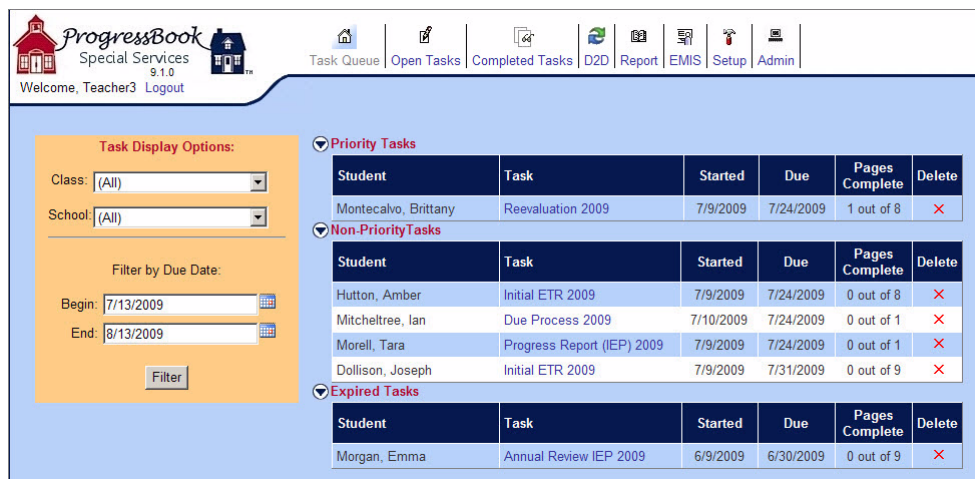
- **Priority** – Displays those tasks you have designated as priority on either the Open Task screen or while creating the task on the Start a New Task window.
- **Non-Priority** – Displays all other open tasks to which you have access that are not marked as priority.
- **Expired Tasks** – Displays the open tasks where the due date has passed.



Note: The tasks you select as priority only appear in the Priority Tasks list for your login account. Other users may select different tasks to display in the Priority Tasks. For more information about adding tasks to the Priority Tasks list, see “Add Tasks to the Priority Tasks List” on page 43.

By default, all lists display extended so that you can see all the tasks. You can collapse a list by clicking

 . Click  to expand a collapsed list.



Student	Task	Started	Due	Pages Complete	Delete
Montecalvo, Brittany	Reevaluation 2009	7/9/2009	7/24/2009	1 out of 8	X

Student	Task	Started	Due	Pages Complete	Delete
Hutton, Amber	Initial ETR 2009	7/9/2009	7/24/2009	0 out of 8	X
Mitcheltree, Ian	Due Process 2009	7/10/2009	7/24/2009	0 out of 1	X
Morell, Tara	Progress Report (IEP) 2009	7/9/2009	7/24/2009	0 out of 1	X
Dollison, Joseph	Initial ETR 2009	7/9/2009	7/31/2009	0 out of 9	X

Student	Task	Started	Due	Pages Complete	Delete
Morgan, Emma	Annual Review IEP 2009	6/9/2009	6/30/2009	0 out of 9	X

You can perform the following actions from the Task Queue screen:

- Set the task display options. See “*Change Task Display Options*” on page 10.
- View or work on a task you have created previously. See “*View Tasks*” on page 11.
- Delete a task, if you have the appropriate security privileges. See “*Delete Tasks*” on page 11.

Change Task Display Options

You can change the tasks that display on the Task Queue screen by selecting the filter criteria on Task Display Options box, and then clicking **Filter**. You can filter the displayed tasks by class, school and date range.

Task Queue filtered by class.

The screenshot shows the ProgressBook Special Services 9.1.0 interface. The 'Task Display Options' box is highlighted in orange and contains the following fields:

- Class:** Algebra 2: 01 (selected)
- School:** (All)
- Filter by Due Date:**
 - Begin:** 7/13/2009
 - End:** 8/13/2009
- Filter** button

The main content area displays three task lists:

- Priority Tasks:**

Student	Task	Started	Due	Pages Complete	Delete
Montecalvo, Brittany	Reevaluation 2009	7/9/2009	7/24/2009	1 out of 8	X
- Non-Priority Tasks:**

Student	Task	Started	Due	Pages Complete	Delete
Mitcheltree, Ian	Due Process 2009	7/10/2009	7/24/2009	0 out of 1	X
Morell, Tara	Progress Report (IEP) 2009	7/9/2009	7/24/2009	0 out of 1	X
- Expired Tasks:**

Student	Task	Started	Due	Pages Complete	Delete
Morgan, Emma	Annual Review IEP 2009	6/9/2009	6/30/2009	0 out of 9	X

When you access the Task Queue screen, the fields on the Task Display Options box default to the following values:

- The Class and School lists default to “All.”
- The Start Date defaults to the current date.
- The End Date defaults to a date 30 days from the current date.



Note: Once you navigate from the Task Queue screen, the values in the Task Display Options box are reset and the tasks are filtered by the default values.

View Tasks

To view or edit an open task from the Task Queue screen, locate the student in one of the lists as applicable, and then click the **task** you want to open. The task you selected opens on the Open Tasks screen. See “Open Tasks” on page 13.

Click task to view or edit.

▼ Priority Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Montecalvo, Brittany	Reevaluation 2009	7/9/2009	7/24/2009	1 out of 8	×
▼ Non-Priority Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Hutton, Amber	Initial ETR 2009	7/9/2009	7/24/2009	0 out of 8	×
Mitcheltree, Ian	Due Process 2009	7/10/2009	7/24/2009	0 out of 1	×
Morell, Tara	Progress Report (IEP) 2009	7/9/2009	7/24/2009	0 out of 1	×
Dollison, Joseph	Initial ETR 2009	7/9/2009	7/31/2009	0 out of 9	×
▼ Expired Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Morgan, Emma	Annual Review IEP 2009	6/9/2009	6/30/2009	0 out of 9	×

Delete Tasks

Only users with the appropriate security privileges can delete open tasks from the Task Queue screen. When you delete a task, it is permanently removed from the system.

1. On Task Queue screen, click **×** in the row of the task you want to delete.

▼ Priority Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Montecalvo, Brittany	Reevaluation 2009	7/9/2009	7/24/2009	1 out of 8	×
▼ Non-Priority Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Hutton, Amber	Initial ETR 2009	7/9/2009	7/24/2009	0 out of 8	×
Mitcheltree, Ian	Due Process 2009	7/10/2009	7/24/2009	0 out of 1	×
Morell, Tara	Progress Report (IEP) 2009	7/9/2009	7/24/2009	0 out of 1	×
Dollison, Joseph	Initial ETR 2009	7/9/2009	7/31/2009	0 out of 9	×
▼ Expired Tasks					
Student	Task	Started	Due	Pages Complete	Delete
Morgan, Emma	Annual Review IEP 2009	6/9/2009	6/30/2009	0 out of 9	×

Click to delete a task.

2. On the deletion confirmation box, click **Delete**.

The task is deleted and no longer displays on the Task Queue screen.