



Copy Task Info

Training Guide



ProgressBook®
Special Services

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Lesson *Objective*

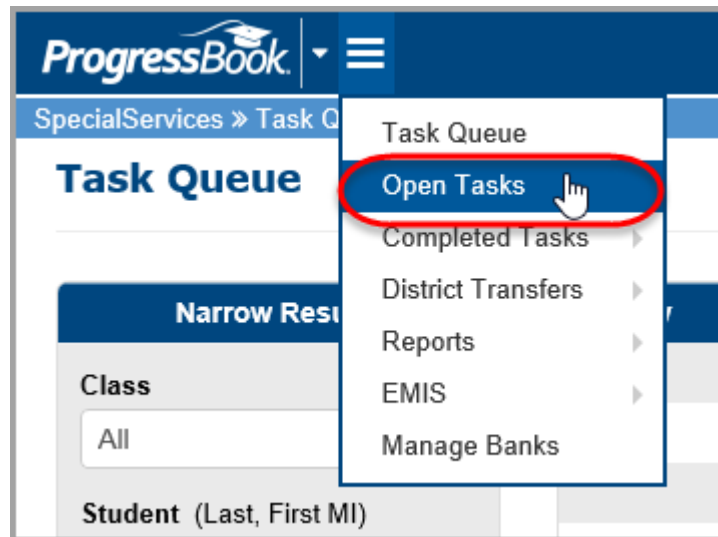
- **Learn how to copy task information from one form to another**

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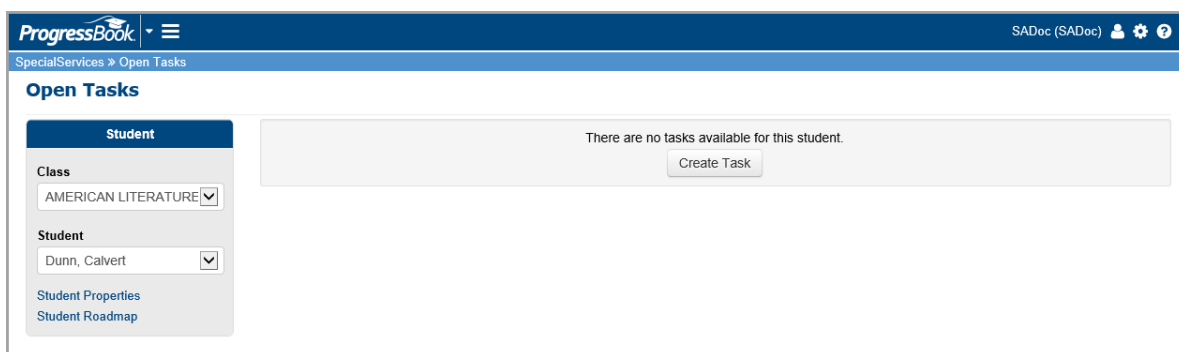


Access & Navigation

Once you are logged in to SpecialServices, click  to access the main menu, and then select **Open Tasks**.



The **Open Tasks** screen displays.





Selecting a Task

On the **Open Tasks** screen, select a **Class** and a **Student** from the drop-down lists in the **Student** search area.

The first screenshot shows the 'Open Tasks' screen with the 'Class' dropdown menu open, listing various subjects. The second screenshot shows the 'Open Tasks' screen with the 'Student' dropdown menu open, listing names.

All of the tasks associated with that student display. Click on the task to which you want to copy task information.

The screenshot shows the 'Open Tasks' screen for a selected student. The 'Task' dropdown is set to '2016-2017 IIEP'. The task list includes:

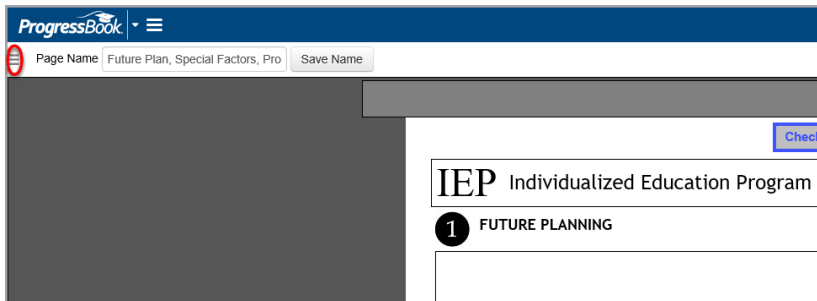
Task	Created By	Open By	Print	Completed
IIEP Cover Page				
Cover Page	Morgan, Angela	Masters, Paul	<input type="checkbox"/>	<input type="checkbox"/>
IIEP 1 Future Planning, 2 Special Factors, 3 Profile				
Future Plan, Special Factors, Profile	Morgan, Angela		<input type="checkbox"/>	<input type="checkbox"/>
IIEP 6 Measurable Annual Goals				
Goal [#]	Morgan, Angela		<input type="checkbox"/>	<input type="checkbox"/>
IIEP 7 Specially Designed Services, 8 Transportation as Service				
Services	Morgan, Angela		<input type="checkbox"/>	<input type="checkbox"/>
IIEP 9 NonAcademic, 10 General Factors, 11 LRE				
NonAcademic, General Factors, LRE	Morgan, Angela		<input type="checkbox"/>	<input type="checkbox"/>



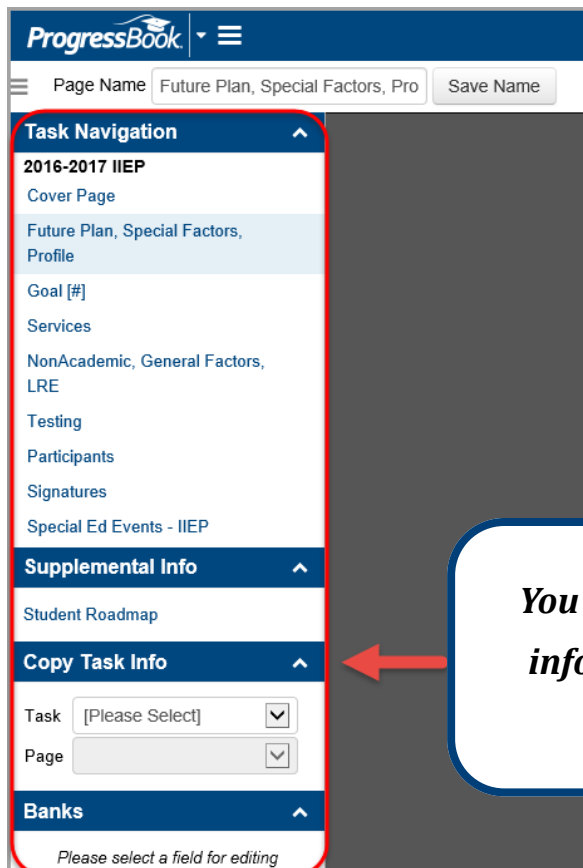
Copying Task Information

Once you have selected the task to which you want to copy information, the form displays. Click ☰ to expand the **Task Navigation** area.

Note: The **Task Navigation** area remains open when switching between forms. To close it, simply click ☰.



In the **Task Navigation** area, find the **Copy Task Info** section.



You can only copy task information from the same student.

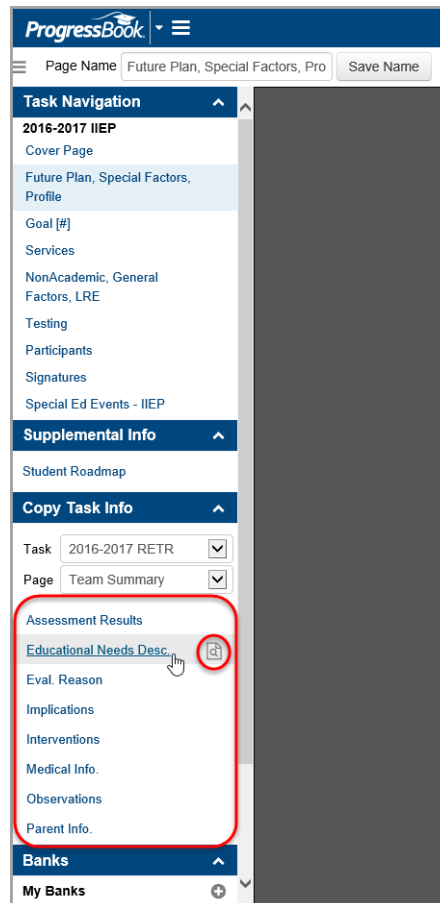
Select a **Task** from the drop-down list of tasks that already exist for that student, followed by a specific **Page** of the chosen task.


The screenshot shows the ProgressBook interface with a 'Page Name' field containing 'Future Plan, Special Factors, Pro' and a 'Save Name' button. Below this is a 'Task Navigation' section with a list of tasks for '2016-2017 IIEP'. A dropdown menu is open under the 'Task' field, listing various tasks and pages. The '2016-2017 RETR' task is highlighted. Below the dropdown is a 'Bank' section with a list of tasks and pages. The '2016-2017 RETR' task is highlighted in the dropdown menu.

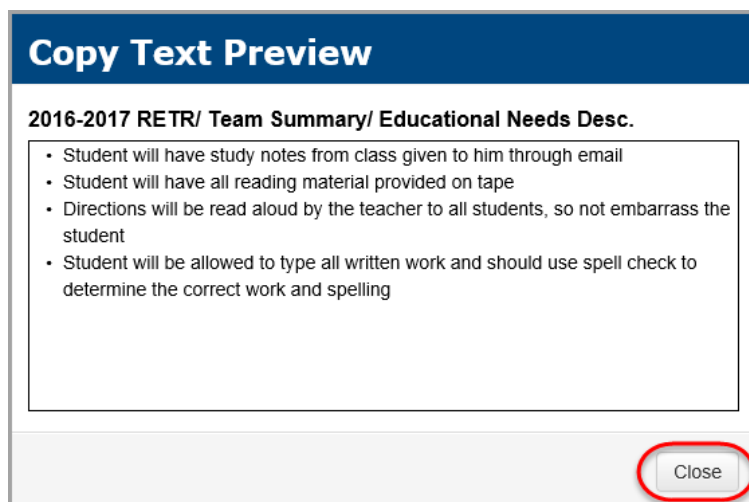
The screenshot shows the ProgressBook interface with a 'Page Name' field containing 'Future Plan, Special Factors, Pro' and a 'Save Name' button. Below this is a 'Task Navigation' section with a list of tasks for '2016-2017 IIEP'. A dropdown menu is open under the 'Page' field, listing various pages. The 'Team Summary' page is highlighted. Below the dropdown is a 'Bank' section with a list of tasks and pages. The '2016-2017 RETR' task is highlighted in the dropdown menu.

All tasks associated with that student display, even if they are closed.

Once you have selected a **Task** and **Page**, every section associated with that page displays.

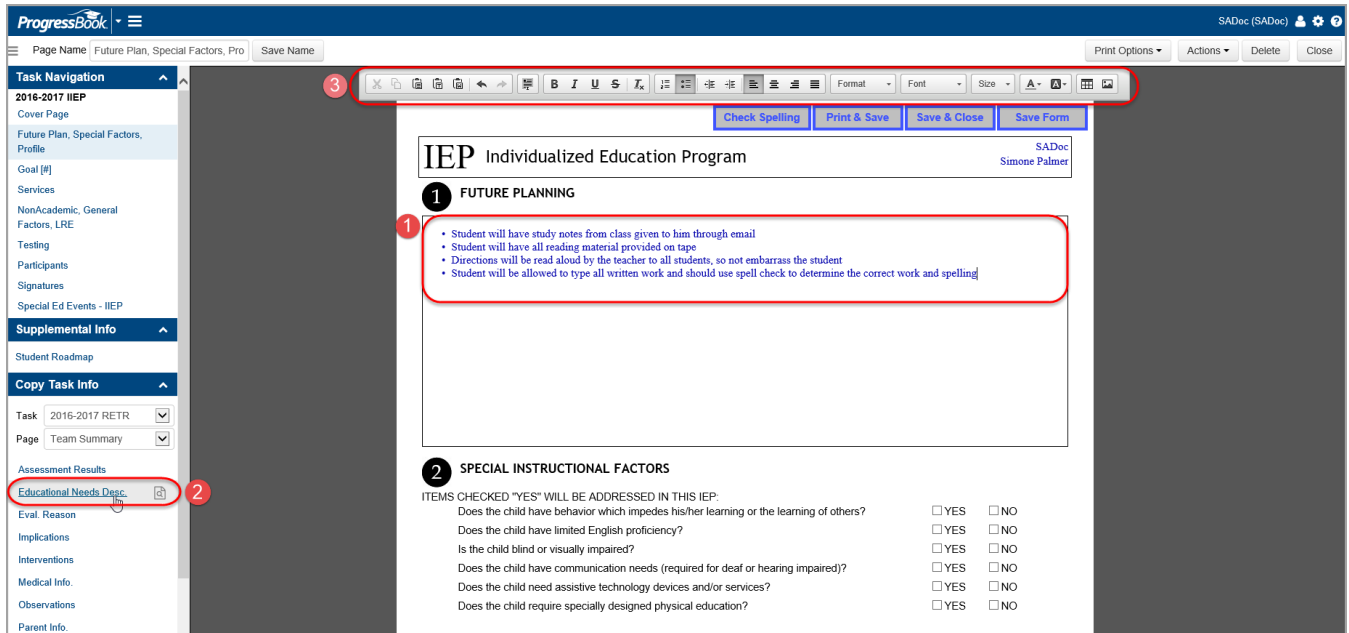


You can preview the content of each section by clicking  next to the item.



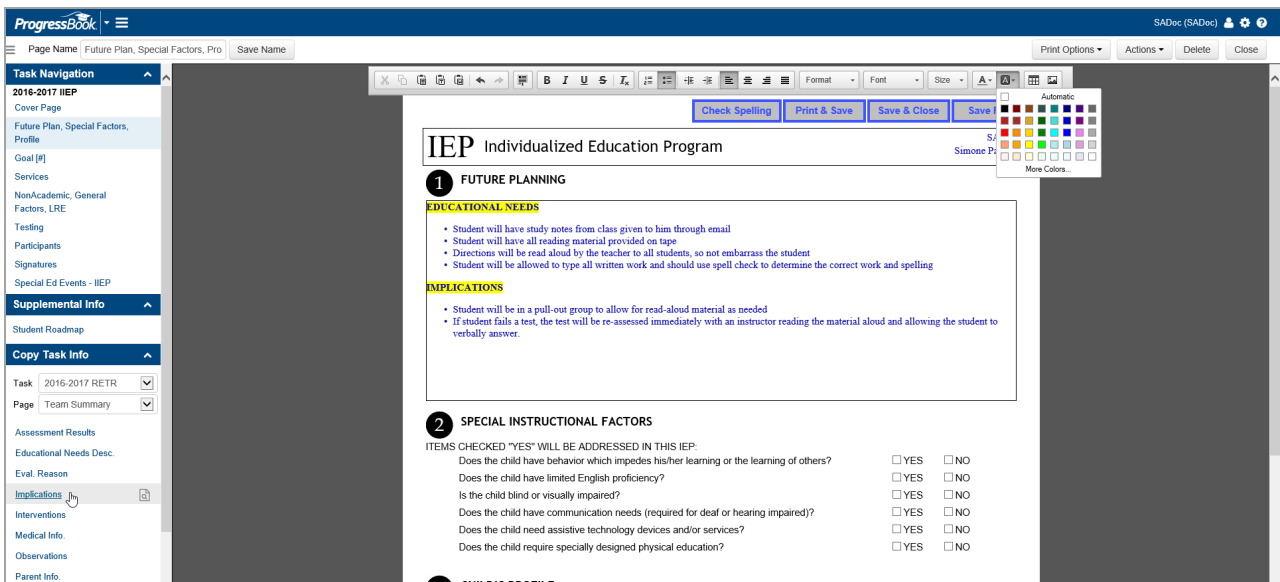
The **Copy Text Preview** window displays. Click **Close** to return to the form.

1. On the form, click the field to which you want to copy the task information.
2. Click on the item from the **Copy Task Info** area you want to copy to that field.
3. Optional: Once you have copied the information to your desired field, you can use the toolbar at the top of the screen to edit the information as you wish.

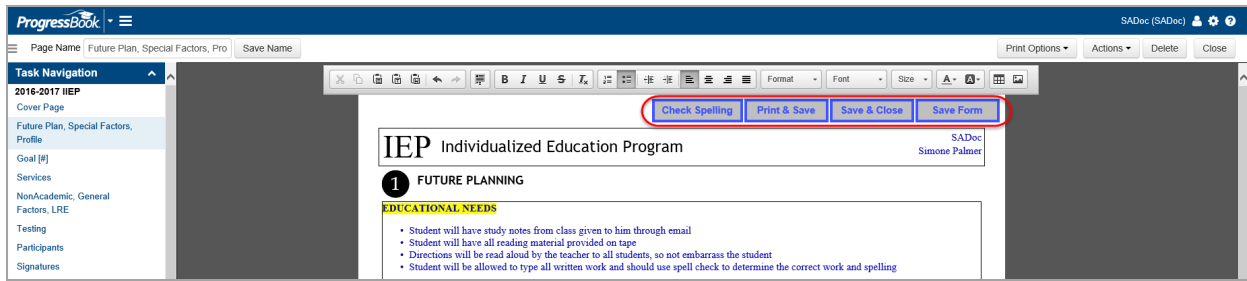


Note: Any of the copied text can be edited or deleted.

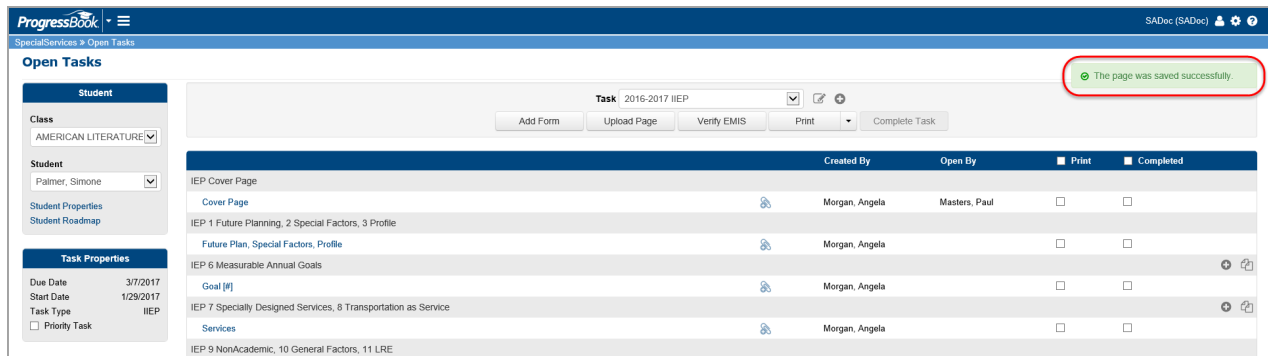
Note: If you would like to add additional items to the field, move your cursor down within the field, and repeat [step 2](#) and optional [step 3](#).



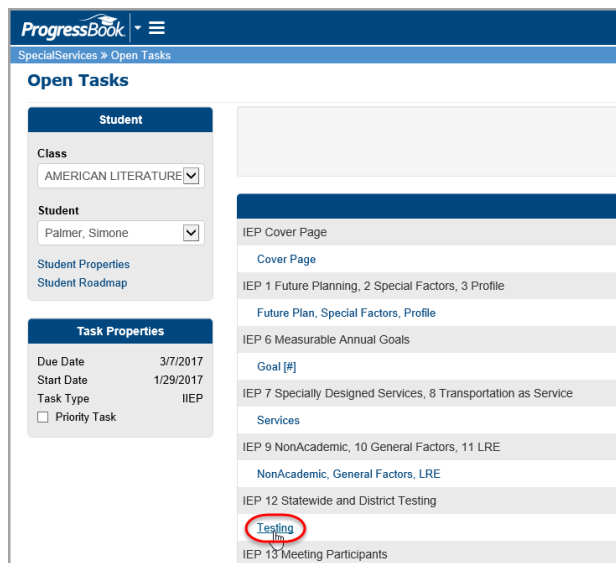
Once you are finished copying task information/editing the form, click **Save & Close**.



The **OpenTasks** screen for that student displays along with a message in the top right corner of the screen letting you know the page was saved successfully.



Note: If you wish to copy task information to an additional form, select the form you want to edit, select your **Task** and **Page** information from the **Copy Task Info** section of the **Task Navigation** area, and repeat [step 1](#) through optional [step 3](#).



You can also copy task information to a form from within the same form using tasks that group banked items. This helps save time if the information is the same for multiple fields.

1. Select the **Task** and **Page** of the current form.
2. Click on the field to which you want to copy task information.
3. Select the task.
4. Click **Save & Close** when you are finished.

The screenshot shows the ProgressBook interface for an Individualized Education Program (IEP). The main content area displays the 'STATEWIDE AND DISTRICT WIDE TESTING' section for grade 12. A table lists testing areas with columns for AREA, GRADE, DATE OF TEST, CHILD WILL BE TESTED, and DETAIL OF ACCOMMODATIONS. The 'DETAIL OF ACCOMMODATIONS' column for the 'READING' row contains the text 'Test will be read aloud to student, breaks during testing, cues to stay on task'. Red circles and arrows indicate the steps: 1. Selecting 'Task' and 'Page' in the 'Copy Task Info' section. 2. Clicking on the 'DETAIL OF ACCOMMODATIONS' field in the table. 3. Selecting 'Reading Test Area' in the 'Banks' section.

AREA	GRADE	DATE OF TEST	CHILD WILL BE TESTED:	DETAIL OF ACCOMMODATIONS
READING HS Eng Lang Arts II	10	Oct 2014	<input type="checkbox"/> Without Accommodations <input checked="" type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	Test will be read aloud to student, breaks during testing, cues to stay on task
WRITING 10th OGT	10	March 2015	<input type="checkbox"/> Without Accommodations <input checked="" type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	Test will be read aloud to student, breaks during testing, cues to stay on task
MATH			<input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	
SCIENCE			<input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	
SOCIAL STUDIES			<input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	
OTHER			<input type="checkbox"/> Without Accommodations <input type="checkbox"/> With Accommodations <input type="checkbox"/> Modified Assessment <input type="checkbox"/> Alternate Assessment	

Note: Once you click on the field to which you want to copy the task information, a list of banked items displays in the **Banks** section of the **Task Navigation** area. Though you can select each banked item individually, selecting the task copies all of the banked items associated with that task.