

Faculty can add a new or edit an existing “Graphic Organizer Task” to any project in their “My projects.”

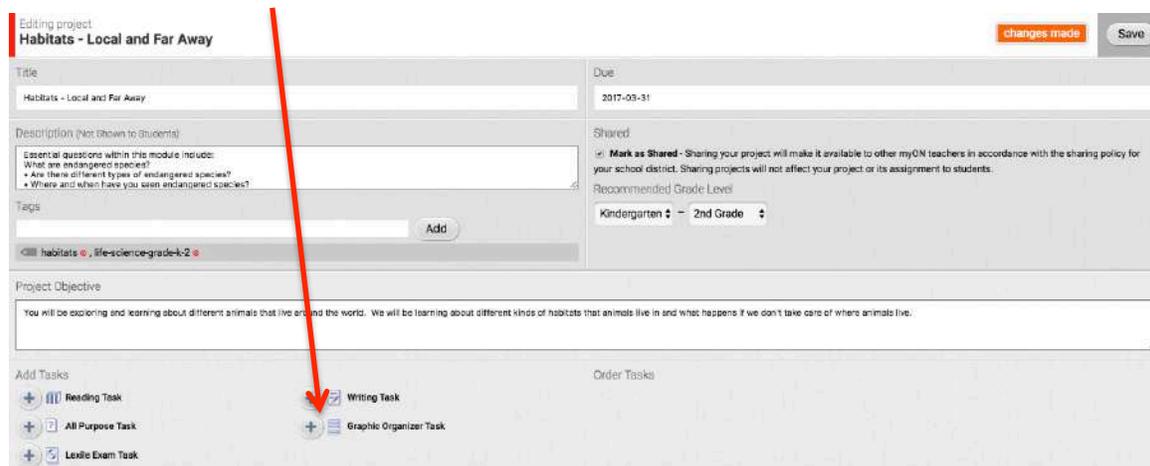
1. Select the “Classroom” tab and then select the “Projects” tab.



2. Choose the project you wish to add a “Graphic Organizer Task” to and select “Edit.”



3. Select the “Graphic Organizer” “+” icon.



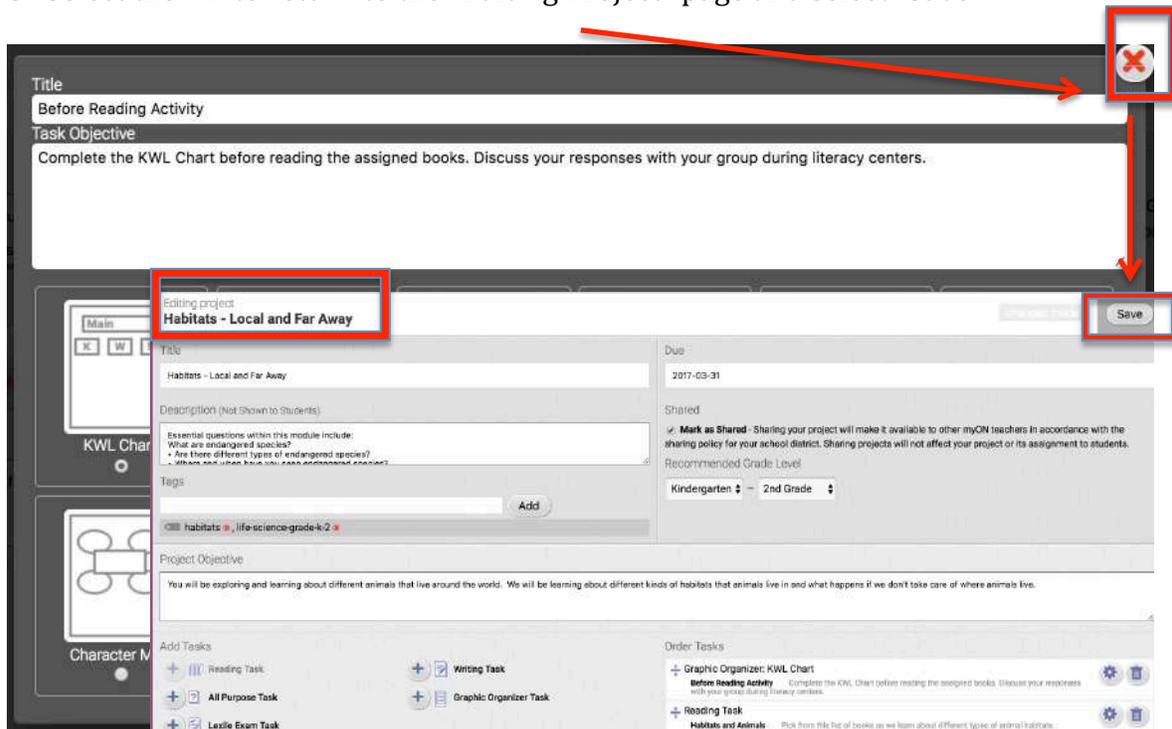
Note: Projects can have one “Reading Task” (a book list of assigned texts with added reading options), but teachers can add multiple other tasks types to a Project. Refer to the Faculty Quick Reference Guides “Adding a Reading Task,” “Adding a Writing Task,” “Adding an All Purpose Task and “Adding a Lexile® Exam Task” for more information on how to add individual task types to a Project.

4. Choose a graphic organizer. Enter a “Title” (required) and a “Task Objective” (optional).



Note: Faculty can add multiple “Graphic Organizer Tasks” within the same Project, but only one graphic organizer can be added to each “Graphic Organizer Task.”

5. Select the “X” to return to the “Editing Project” page and select “Save.”



Note: Faculty can add additional tasks and/or assign the Project to students. Refer to the Faculty Quick Reference Guides “Adding a Reading Task,” “Adding a Writing Task,” “Adding an All Purpose Task,” “Adding a Lexile® Exam Task,” and “Assigning a Project” for more information.



Adding a Graphic Organizer Task to a Project

Faculty Quick Reference Guide
