Overview of tasks

This chapter provides an overview of tasks: how tasks are defined and used, what each role can do with tasks, how tasks are inherited from delivery modes and courses, how tasks impact offering completion, and how to designate a user to evaluate completion of a learner's task.

What do you need to know about tasks?

A task is an activity that is assigned to learners as a part of their offering registration.

Tasks facilitate on-the-job training needs of learners in an organization. You can create tasks and add them to courses, delivery types, and learning offerings. Depending on the association of a task and depending on whether the task is enabled or disabled for that offering, completion of a task can be part of the offering completion process. When learners register themselves for an offering, KP Learn assigns all enabled tasks in the offering to the learners. The learner must successfully complete any specific tasks associated with that offering in order to complete the offering.

Learners view and perform tasks as a part of their learning registrations. However, only task evaluators can change the status of tasks and oversee the completion of learner offerings. For information about task evaluators, see Task Evaluation.

How does each role use tasks?

The actions that you can perform on a task depend both on your KP Learn user role and your relationship with a task.

Roles and Relationships for Tasks defines the roles and relationships that you can have with tasks. You can have one or more roles and relationships.

Roles and Relationships for Tasks

Relationship	KP Learn User Role	Description	Summary of Activities
Task Administrator	Catalog Administrator	The task administrator creates tasks, and controls their states and properties.	· Create tasks. · Assign task evaluators. · View and update tasks. · Delete tasks. · Add tasks to catalog items. · Remove tasks from catalog items. · Visually sequence tasks.
Task Evaluator	Home	The task evaluator controls the status of tasks, irrespective of learners.	· Marking tasks Completed or Not Completed. · View completion history for tasks.

Learner	Home	The learner performs tasks.	• View tasks and task details. • Perform tasks associated with offerings that they have enrolled for.

How is a task defined?

You can define a task using different attributes. Learners can only view these task attributes through their learning registrations. However, they cannot modify them.

Task Attributes defines task attributes.

Task Attributes

Attribute	Description	Required
Name	The name of the task.	Yes
ID	The unique identification number for the task. This number is automatically generated.	Yes
Domain	The domain to which the task belongs.	Yes
Available From	The date from which the task is available for assignment.	Yes
Discontinued From	The date until which the task is available for assignment. After this date, KP Learn discontinues the task.	No
Type	The type of task, which includes: • Normal task - A normal task requires the task creator to specify Objectives, Description, and References for the task. These details are directly displayed to learners to whom the task is assigned. • URL Task - An URL task requires the task creator to specify a URL that points to a particular location. These details are not displayed directly to learners to whom the task is assigned. They have to follow the URL to view the details.	Yes
Objectives	A brief description about the purpose of the task. This attribute is available only if you select a Normal task.	No

Attribute	Description	Required
Description	Any instructions or steps that inform the learners about what they need to do to complete the task. This attribute is available only if you select a Normal task.	No
References	Any reference information to guide the learner while performing the task. This attribute is available only if you select a Normal task.	No
Launch URL	The URL associated with the task. This attribute is available only if you select a URL task. This URL points to a particular location. If you select this option, learners cannot view task details directly. They need to click the URL and visit the location.	No
Created By	The NUID of the person who created the task.	No
Created On	The date on which the task is created.	No
Updated By	The NUID of the person who last updated the task.	No
Updated On	The date on which the task was last updated.	No
Custom 0 - 9	Any additional information about the task.	No

Setting a task as required or optional

You associate tasks with catalog items as follows:

- Required

  A required task must be completed by learners to complete the offering. Managers, however, can manually mark a team member's offering as complete even if the associated required task is incomplete.

- Optional

  An optional task can be completed by learners to complete the offering. Additionally, administrators can specify the number of optional tasks that must be completed by learners to complete the offering. For example, if nine optional tasks are associated with an offering, and you specify the number of optional tasks as five, then learners can complete any five optional tasks to complete the offering. However, this number must be greater than the number of optional tasks that are enabled in the offering.

You can mark a task as required or optional only for a particular course, delivery mode, or offering.

For example, you add the task, Blood Borne Pathogens, to two courses, Basic Triage and Advanced Triage. You can mark Blood Borne Pathogens as optional for Basic Triage and as required for Advanced Triage. You can change a required task to optional and vice versa.

In addition to marking tasks as required or optional, you can also enable or disable tasks in an offering. An enabled task is available for publishing to learner registrations and transcripts. For more information about publishing, see Learning Assignment Publishing.

Setting task availability using dates

Each task created in KP Learn has its own availability for assignment. You can control the availability of a task by the two dates, Available From and Discontinued From. Based on its availability, a task is further categorized as follows:

- Available Task

  A task is available if the current date in the system is between the Available From date and the Discontinued From date. Such a task is available for assignment to a learning offering. Task administrators can search for an available task in any course, delivery mode, or offering.

- Not Available Task

  A task is not available if the current date in the system is earlier than the Available From date or later than the Discontinued From date. Such a task is not available for assignment to a learning offering. Task administrators cannot search for an unavailable task in any course, delivery mode, or offering.

Availability of a task is applicable only to new assignments. If any available task is already added to a course, delivery mode, or offering, changing its availability to not available does not remove it from that course, delivery mode, or offering. Similarly, the existing task assignment for any learner does not change with changes in a task's availability.

How does task inheritance affect tasks?

A task is an independent component that you can associate with a course, delivery mode, or an offering. All tasks defined on a course are copied to the delivery mode when you create a delivery mode for that course. Whereas, all tasks defined on a delivery mode are inherited by the offering when you create an offering for that delivery mode. If a delivery mode is not required or not created, then all tasks defined on the course are inherited directly by the offering. Additionally, a task associated with one offering can be copied to another offering in the system.

The tasks obtained by a delivery mode from a course by copy cannot be edited at the delivery mode level. Similarly, any changes made to a task in a course are not reflected in the task's copy at the delivery mode level. However, any new delivery modes created on that course receive the updated copy of the task.

Inheriting a task creates an association of the same task with an offering. The inherited task's assignment details can be edited at the offering level. However, any changes made to an inherited task at the course or delivery mode level, are not inherited by the task at the offering level.

KP Learn allows you to enable or disable inherited tasks and edit their assignment details at the delivery mode and offering levels. You cannot enable or disable copied tasks, or edit their assignment details at the delivery mode level.

Tasks assigned by learning registration

Tasks are associated with courses, delivery modes, and offerings. However, learners obtain tasks only from offerings. When learners register themselves for an offering, KP Learn assigns all tasks for that offering to the learners.

When KP Learn creates a learning registration, it includes the following:

- Tasks, both required and optional

- Content modules

- Number of optional tasks to be completed (not available for blended offerings)

- Sessions

Thus, tasks are always attached to a learning registration. You can still place an order on that registration without setting any learners on it. When learners register for that offering, they can view the learning assignments, including tasks, that were assigned at the time of registration creation. Any updates made to the offering meanwhile are not pushed if no learners are associated with that registration.

Completing an offering that contains tasks

The successful completion of an offering depends on the completion of specific tasks associated with that offering.

The completion of an offering depends on the following mandatory requirements:

- All required tasks are complete

- All required content modules are complete

- Specified number of optional tasks are complete

- Sessions are complete

You can designate people with the responsibility to oversee the completion of tasks by learners. Such designated people are task evaluators. Task evaluators are associated with tasks. Task evaluators can mark specific tasks as Completed or Not Completed. These tasks can be part of one or more enrollments that are assigned to any learner in the organization. For more information about evaluating tasks, see How to Assign Someone to Evaluate Completion of a Task.

Managers can designate people with the responsibility to oversee the completion of tasks by their team members. Such designated people are mentors. Mentors are necessarily associated with learners. Mentors can mark any task Completed or Not Completed for a particular learner. For more information about mentors, see the KP Learn User Guide.

When a task is marked Completed, KP Learn performs the following actions:

- Triggers the offering level roll-up for its completion.
  KP Learn checks if all the requirements for the offering are fulfilled. If manual completion is not needed, then KP Learn moves the enrollment to transcript.

- Triggers a notification.

KP Learn generates a triggered notification every time the status of an assigned task changes from Not Completed to Completed and vice-versa.

Tasks can be marked as Not Completed. Such tasks must be marked Completed later to complete the offering.

Learners can add attachments to a task while they are working on it. For example, if a learner has completed a task of "Writing a budget" for a project management course, then that learner can attach the document containing the budget to the task. The learner can then send an email notification to the task evaluators to remind them to evaluate the task and mark it as complete.

Once an offering moves to the transcript, marking a task Completed or Not Completed does not have any effect on the offering completion status.

Note: KP Learn does not display the percentage completion of tasks in enrollments and transcripts.

How to assign someone to evaluate completion of a task

Task evaluators evaluate tasks by marking them Completed or Not Completed.

Criteria to select task evaluators describes the different criteria based on which KP Learn allows you to select task evaluators.

Criteria to select task evaluators

Criteria	Description
Person	People can be selected directly as task evaluators.
Relationship	People can be selected as task evaluators based on any of the following relationships that they assume with the learners taking the tasks: • Mentor —The person is the mentor of the learners taking the task. • Manager —The person is the manager of the learners taking the task. • Self —The person who takes the task. By default, this relationship is selected for task evaluation. • Alternate Manager — The person is the alternate manager of the learners taking the task. • Instructor — The person is the instructor for the offering that assigns the task to learners. Note: You can specify multiple relationships to select people as task evaluators.

KP Learn allows a task evaluator to add attachments to a task while marking the task complete. For example, if a learner completes a task, "Writing a budget", that is part of a project management course and submits it as an attachment to the manager who is the task evaluator, then the manager can evaluate the algorithm, add comments to it, and attach the updated document to this task and then mark the task as complete.

For more information about task evaluation, see the KP Learn User Guide.