projecTASK
User Guide

For teachers

Classroom of the Future (CotF)

Set up in 2019, the Classroom of the Future (CotF) is an innovation incubator from MOE's Educational Technology Division and Information Technology Division. CotF leverages design thinking and other human-centric methodologies to redesign the teaching and learning experience for students and teachers to meet current and future needs. It is an initiative under the Ministry Family Digitalisation Plan 3.0 and supports the "Transforming Education through Technology" Masterplan 2030.

ProjecTask

An EdTech tool conceptualised and developed by CotF, in partnership with Design and Technology Unit (Curriculum Planning and Development Division) and Curriculum Policy Office.

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Part 1: Introducing ProjecTask

Part 2: Setting Up

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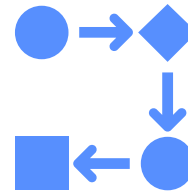
What is ProjecTask?

ProjecTask aims to **develop students' self-directedness.**
It enables teachers and students to manage and monitor project work progress more efficiently and effectively by providing:
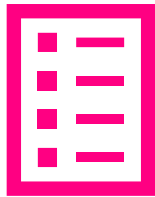
Clear visualisation of students' progress

- ProjecTask Student Board
- ProjecTask Teacher Dashboard
- SLS Monitoring Assignments Dashboard

Pedagogically grounded structure to facilitate T&L of project work

- Design Process Model (in consultation with CPDD unit)

Feedback features to enable the giving and receiving of feedback

- Multi-modal feedback features

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What is ProjecTask?

ProjecTask consists of a set of ProjecTask boards that can be used **independently** or together with a **complementary** SLS lesson template:

ProjecTask Boards

for project management using Google Sheets

Student Board for individual projects
Group Board for collaborative work
Class Board for shared learning
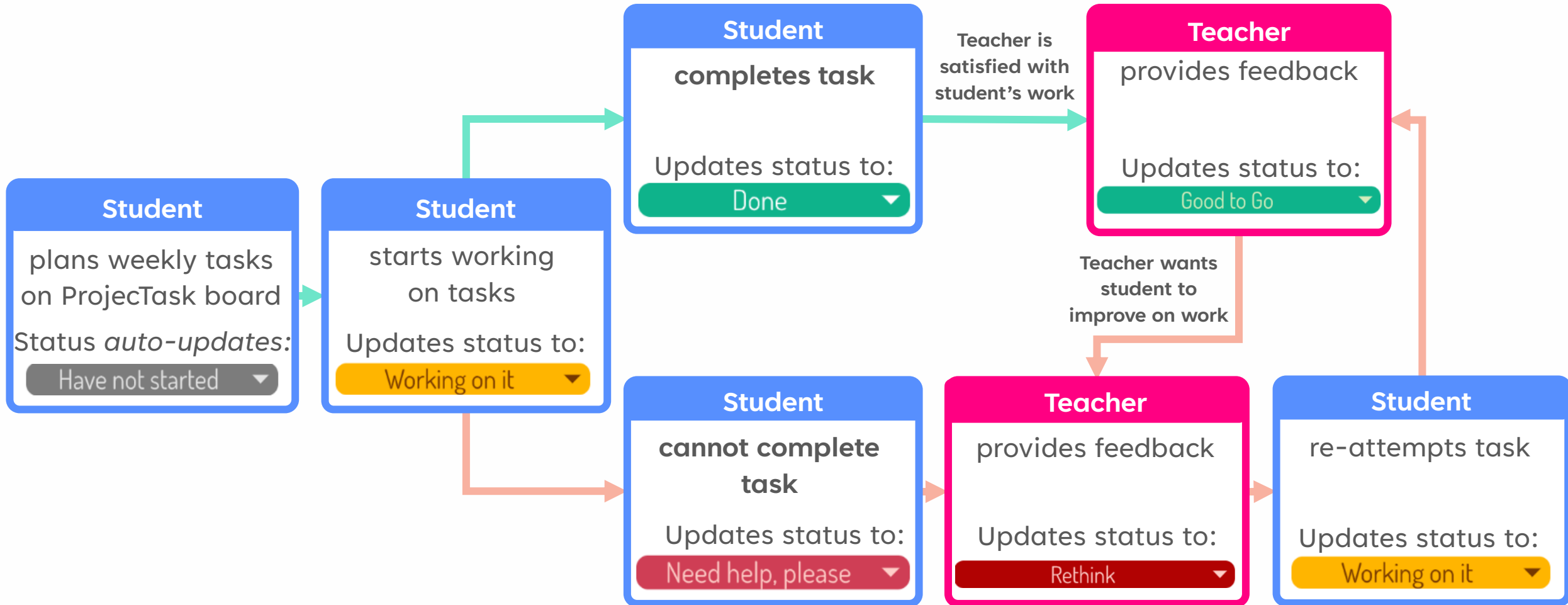**Teacher Dashboard** for students' progress overview

SLS Lesson

for submission,
reflection and feedback

How to Use ProjecTask?

Student

plans weekly tasks on ProjecTask board

Status *auto-updates*:

Have not started ▾

Student

starts working on tasks

Updates status to:

Working on it ▾

Student

completes task

Updates status to:

Done ▾

Teacher is satisfied with student's work

Teacher

provides feedback

Updates status to:

Good to Go ▾

Teacher wants student to improve on work

Student

cannot complete task

Updates status to:

Need help, please ▾

Teacher

provides feedback

Updates status to:

Rethink ▾

Student

re-attempts task

Updates status to:

Working on it ▾

How to Use ProjecTask?

Scan the QR codes or click on the links below to watch the videos:

How to use ProjecTask Board

for.edu.sg/ptvideo1

How to use ProjecTask SLS Lesson

for.edu.sg/ptvideo2

Key Features

i. Project Planning & Monitoring

The ProjecTask Student Board provides a pedagogically-grounded structure that helps:

a. Students to **plan** their projects clearly and update progress
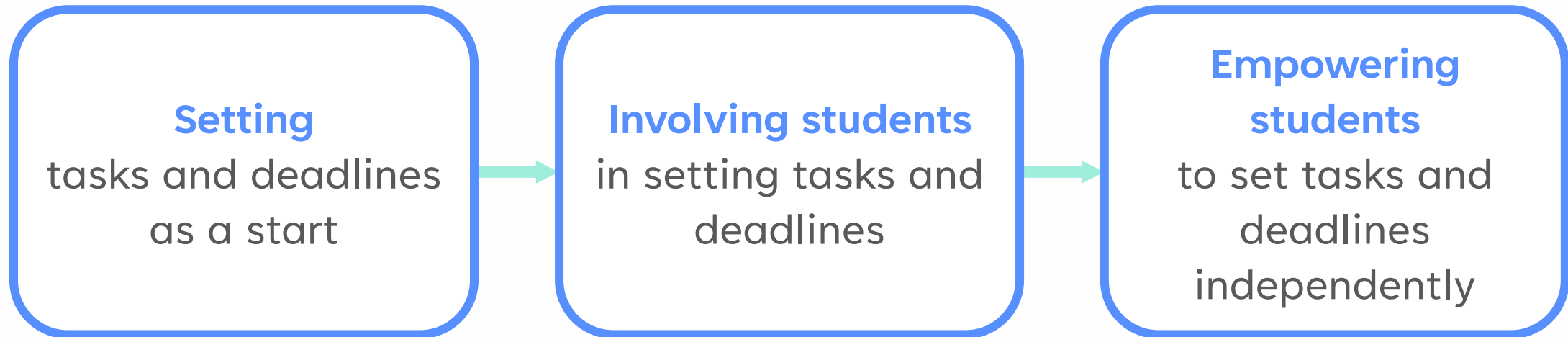
b. Teachers to **monitor** the progress of the project

i. Project Planning & Monitoring

You may support the development of student self-directedness through the **gradual release of responsibility**:

Setting tasks and deadlines as a start	**Involving students** in setting tasks and deadlines	**Empowering students** to set tasks and deadlines independently

ii. Monitoring on SLS

You can **monitor** your students' **assignment progress** by assessing the Monitor Assignment page in one of the following three ways:

a. From the **Assignment Card**, click the Monitoring icon .

b. From within the **Assignment**, click the Monitoring icon in the header.

c. From the **Lesson Plan** , click the Monitoring icon .

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ii. Monitoring on Teacher Dashboard

You can **monitor** your students' **self-reported statuses** using the Teacher Dashboard, which shows an overview of task statuses. You can also record relevant notes under the "Teacher's Notes" column.
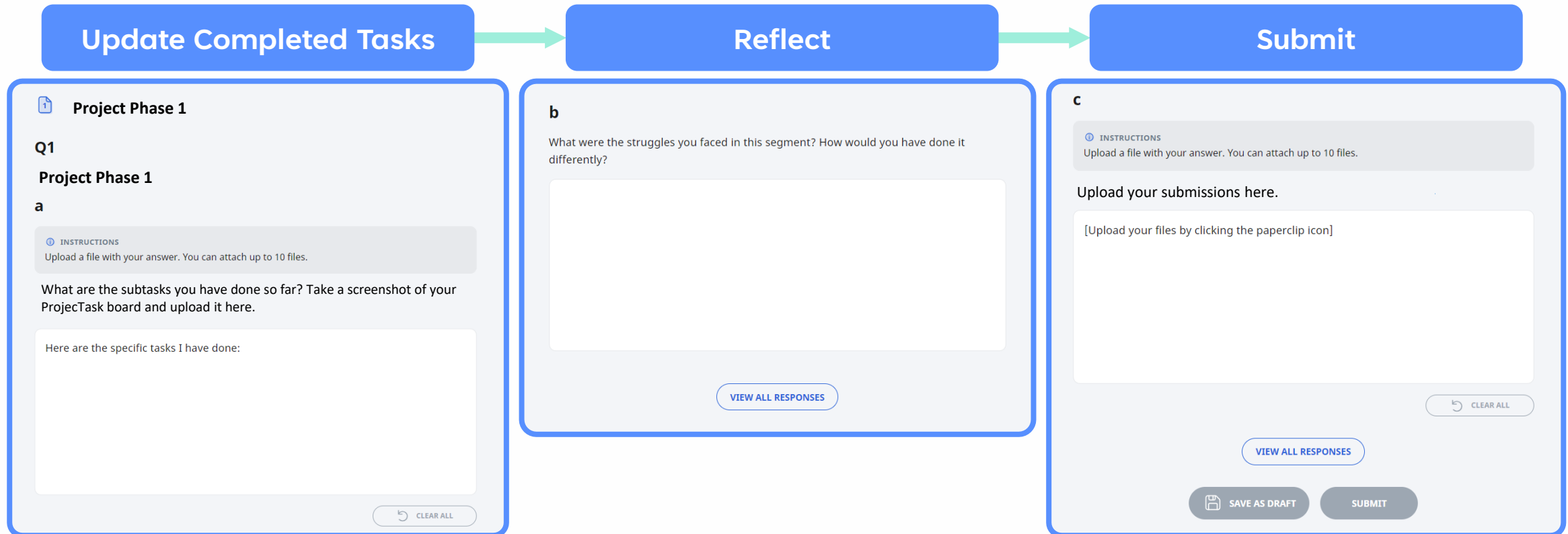
iii. Submissions

Students may use ProjecTask SLS lesson to **update, reflect, and submit** for teachers to provide feedback.

Update Completed Tasks	Reflect	Submit

Update Completed Tasks

📄 **Project Phase 1**

Q1

Project Phase 1

a

ⓘ **INSTRUCTIONS**
Upload a file with your answer. You can attach up to 10 files.

What are the subtasks you have done so far? Take a screenshot of your ProjecTask board and upload it here.

Here are the specific tasks I have done:

↺ CLEAR ALL

Reflect

b

What were the struggles you faced in this segment? How would you have done it differently?

VIEW ALL RESPONSES

Submit

c

ⓘ **INSTRUCTIONS**
Upload a file with your answer. You can attach up to 10 files.

Upload your submissions here.

[Upload your files by clicking the paperclip icon]

↺ CLEAR ALL

VIEW ALL RESPONSES

💾 SAVE AS DRAFT   SUBMIT

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iv. Multi-modal Feedback

a. Teachers may add **remarks** in the ProjecTask Student Board

b. Or provide **multi-modal feedback** within the lesson:

- **Textual comments**
- **Audio clips**
- **File attachments**

iv. Multi-modal Feedback

- **Annotations**

v. Announcements and Reminders

Teachers may use SLS features to send reminders, announcements, and create class events.

a. **Class group announcements**

b. **Planner**

Setting Up ProjecTask

Setting Up the ProjecTask Board

1

Fill in the [FormSG](#).
Download boards via links in your email.
Access boards via "My Drive" folder of your Google Drive.

2

Customise the boards to your project's needs.

3

Assign to your class by clicking on "Share"!

Should I use the Class Board or Student Board?

Consideration	**Individual Tabs** for each student/group in one Google Sheet	**Individual Google Sheets** for each student/group
Collaboration	**Facilitates cross learning** among students; recommended for work where **cross learning is possible and encouraged**	**Enables focused individual or group work**
Accessibility	Tabs can be **protected**, but students can **view all tabs**	**Higher security:** Only accessible by the respective student/group and teacher
Monitoring	Teacher can **quickly switch between tabs** to view details of individual progress within a **single sheet**	Teacher needs to **open multiple Google Sheets** to view details of individual progress
Teacher Dashboard	Requires **zero to minimal set-up**	**Some set-up required**

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Class Board: Setting Up Teacher Dashboard

1. If you would like to **ensure that students are not able to edit the Teacher Dashboard**, right click on the "ProjecTask Class Dashboard" tab, then click on "Protect Sheet" and "Set Permissions" accordingly.

2. In **Column C**, you will find a pre-populated formula:

   Name of tab

   fx=TRANSPOSE(INDIRECT("'Index no. 1'!C3:C52"))

   Cells to track

   Verify that this formula reflects the name of the tab and cells of the ProjecTask Boards you want to track. Update them if you have modified the tab names or cell ranges.

3. Your Teacher Dashboard will automatically update as your students update their boards.

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Student Board: Setting Up Teacher Dashboard

1. Use **Columns A and C** to add your students' names or any other relevant notes.

2. In **Column B**, copy and paste the URL of each ProjecTask board you would like to track, then click "Allow Access".

3. In **Column D**, you will find a pre-populated formula:

   fx =TRANSPOSE(QUERY(IMPORTRANGE(B4, "ProjecTask Student Board!C3:C52")))

   Name of tab **Cells to track**

   Verify that this formula reflects the name of the tab and cells of the ProjecTask Boards you want to track. Update them if you have modified the tab names or cell ranges.

4. Your Teacher Dashboard will automatically update as your students update their boards.

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Setting Up ProjecTask in SLS

Setting Up SLS Lesson

1

> **Go to** MOE Library:
> ProjecTask SLS Lesson
> ProjecTask SLS Lesson [Group Activities]
> > Copy to Drive

2

> **Fill in** the FormSG
> **Download** boards via links in your email
> **Access** boards via "My Drive" folder of your Google Drive

You may also access the form.sg from the SLS lesson!

A. Setting up ProjecTask Board

Instructions to Teachers:

1. Delete highlighted portion before assigning.

2. Duplicate this ProjecTask template and edit it to your project specifications before assigning this lesson.

3. Note that the activities in Section B are for students to upload their weekly submissions and reflections. To ensure that the activities are completed in sequential order, you may wish to refer to this SLS user guide for more information on adding activity prerequisites.

Read Less

3

> **Customise** the boards to your project's needs

4

> **Customise and assign** the SLS lesson!

*Please feel free to explore various setup methods, such as embedding sheets or preemptively creating individual sheets, to best support your teaching style and your students' needs.

Should I use the Class Board or Student Board?

Tasks	Status of tasks	If you indicated "Need help, please", key in the help you need from teacher	Progress Check by Teacher	Deadline (double click on cell to show calendar)
Task 1	Done ▼		▼	
Task 2	Done ▼		▼	
Task 3	Done ▼		▼	
Task 4	Need help, please ▼	I am not sure how to ...	▼	

🔒 ProjecTask Class Dashboard ▾ | **Index no. 1** ▾ | Index no. 2 ▾ | Index no. 3 ▾ | Index no. 4 ▾

- 🟩 [Student 1] ProjecTask Board 👥
- 🟩 [Student 2] ProjecTask Board 👥
- 🟩 [Student 3] ProjecTask Board 👥

Consideration	Individual Tabs for each student/group in one Google Sheet	Individual Google Sheets for each student/group
Collaboration	**Facilitates cross learning** among students; recommended for work where **cross learning is possible and encouraged**	**Enables focused individual or group work**
Accessibility	Tabs can be **protected**, but students can **view all tabs**	**Higher security:** Only accessible by the respective student/group and teacher
Monitoring	Teacher can **quickly switch between tabs** to view details of individual progress within a **single sheet**	Teacher needs to **open multiple Google Sheets** to view details of individual progress
Teacher Dashboard	Requires **zero to minimal set-up**	**Some set-up required**

Class Board: Giving Access in SLS

Using Embedded Link

1. **Go to your ProjecTask Class Board** > Click "Share" (top right) > Manage access rights >"Copy link"

2. **Then, go to your SLS Lesson** > Click "Text/Media > Website" > Embed website > Choose "Enter URL" > Paste copied link > "Save"

Embed Website

Enter a URL, code or choose from a list of approved websites to embed ⓘ

`</>` CHOOSE FROM APPROVED WEBSITES

⦿ Enter URL

◯ Enter Code

https://docs.google.com/spreadsheets/d/1I3sCnbW7MRvw4y8ca4JqCL-AxrVtpFSgnw/edit?usp=sharing

Height

480

Width

680

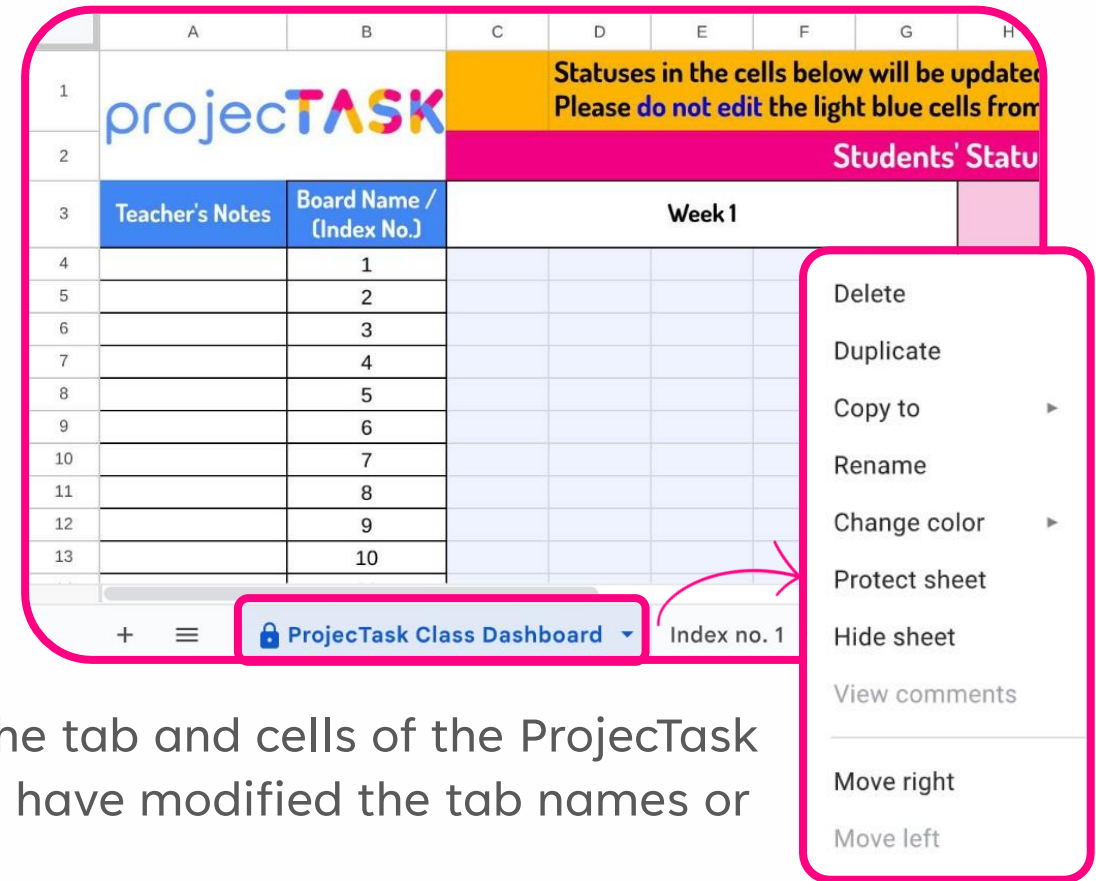CANCEL　　SAVE

Class Board: Setting Up Teacher Dashboard

1. If you would like to **ensure that students are not able to edit the Teacher Dashboard**, right click on the "ProjecTask Class Dashboard" tab, then click on "Protect Sheet" and "Set Permissions" accordingly.

2. In **Column C**, you will find a pre-populated formula:

   Name of tab

   fx=TRANSPOSE(INDIRECT("'Index no. 1'!C3:C52"))

   Cells to track

   Verify that this formula reflects the name of the tab and cells of the ProjecTask Boards you want to track. Update them if you have modified the tab names or cell ranges.

3. Your Teacher Dashboard will automatically update as your students update their boards.

Student Board: Giving Access in SLS

Making Student Copies

1. Students will first access the Student Board link you have given and **make a copy** in their Google Drive.

2. Students may then **submit** their Student Board links in Question 1 Step 5 of the SLS lesson.

To set up Teacher Dashboard,
go to SLS Monitor Assignment Dashboard > Download responses > Copy column of URLs submitted by students > *(continue on next page)*

📄 **Setting up your ProjecTask Board**

Instructions for Students 📢

STEP 1: Go to this document: [Teacher to insert link to your ProjecTask Board template here]

STEP 2: Go to **File** ➡ **Make a Copy** ➡ **Rename** to: [Name_Class] ➡ **Copy into your Google Drive.**

STEP 3: In the new document, click **Share** ➡ **Add** [Teacher to insert email address here].

STEP 4: Click **Copy Link** and submit the link below.

Read Less

Q1

Step 5: Submit your link here.

The link to my ProjecTask Board is:

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Student Board: Setting Up Teacher Dashboard

1. In **Column B**, paste the URL of each ProjecTask Student Board you would like to track, then click "Allow Access".

2. Use **Columns A and C** to add your students' names or any other relevant notes.

3. In **Column D**, you will find a pre-populated formula:

    fx =TRANSPOSE(QUERY(IMPORTRANGE(B4, "ProjecTask Student Board!C3:C52")))

    Name of tab   **Cells to track**

    Verify that this formula reflects the name of the tab and cells of the ProjecTask Boards you want to track. Update them if you have modified the tab names or cell ranges.

4. Your Teacher Dashboard will automatically update as your students update their boards.

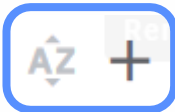For Advanced Users: Automation with Google Apps Script

How to Mass Duplicate ProjecTask Board Tabs

If you customised the **ProjecTask Class Board**
and want to duplicate the tabs for your students,
this will be helpful for you!

How to Mass Duplicate ProjecTask Board Tabs

Step 1: Setting up Google Apps Script

a. In your Google Sheet, go to "Extensions" > Apps Script

b. Click on the plus sign to select "Script":

c. Delete any code in the script editor, then copy and paste the following script into the script editor:

d. Replace 'ProjecTask Student Board' in the code with the actual name of the tab you want to duplicate.

e. Save the script by clicking the floppy disk icon or pressing Ctrl + S.

```
function duplicateSheets() {
 var ss =
SpreadsheetApp.getActiveSpreadsheet();
 var template =
ss.getSheetByName('ProjecTask Student
Board');

 for (var i = 1; i <= 40; i++) {
  var newSheet = template.copyTo(ss);
  newSheet.setName('Index ' + i);
 }
}
```

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How to Mass Duplicate ProjecTask Board Tabs

Step 2: Run the Script and Troubleshoot/ Customise?

e.   Click **'Run'** to run the currently selected function in your script. If it asks for authorisation, follow the prompts to grant the necessary permissions.

f.   Close the script editor to return to your Google Sheet. You will see 40 new tabs created in your Google Sheet, named "Index 1", "Index 2", "Index 3", and so on, up to "Index 40".

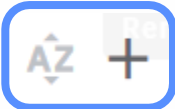For Advanced Users: Automation with Google Apps Script

How to Mass Duplicate ProjecTask Board Sheets

If you customised the **ProjecTask Student Board**
and want to duplicate the sheets for your students,
this will be helpful for you!

How to Mass Duplicate ProjecTask Board Sheets

Step 1: Setting up Google Apps Script

a. In your Google Sheet, go to "Extensions" > Apps Script

b. Click on the plus sign to select "Script":

c. Delete any code in the script editor, then copy and paste the following script into the script editor:

```
function duplicateSheets() {
  const originalSheet =
SpreadsheetApp.getActiveSpreadsheet();
  const folderId = 'YOUR_FOLDER_ID';
  const folder = DriveApp.getFolderById(folderId);

  const className = 'Class';
  const subjectName = 'Subject';

  for (let i = 1; i <= 40; i++) {
    const sheetName =
`${className}_${subjectName}_Index${i}`;
    const duplicatedSheet = originalSheet.copy(sheetName);
    const duplicatedSheetFile =
DriveApp.getFileById(duplicatedSheet.getId());
    folder.addFile(duplicatedSheetFile);
  }
}
```

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How to Mass Duplicate ProjecTask Board Sheets

Step 2: Configure and Run Script

a. Replace 'YOUR_FOLDER_ID' with the actual folder ID of the Google Drive folder where you want the duplicated sheets to be saved. You may find the Google Drive folder ID in the URL. *Example: "https://drive.google.com/drive/folders/ YOUR_FOLDER_ID*

b. Replace 'Class' and 'Subject' to your desired class and subject names.

c. Save the script by clicking the   floppy disk icon or pressing Ctrl + S.

d. Click **'Run'** to run the currently selected function in your script. If it asks for authorisation, follow the prompts to grant the necessary permissions.

e. You will see 40 new sheets created in your Google Drive folder, named "Class_Subject_Index1", "Class_Subject_Index2", "Class_Subject_Index3", and so on.

For Advanced Users: Automation with Google Apps Script

How to Mass Protect Tabs

How to Mass Protect Tabs

Step 1: Set Up Your Google Sheet

a. Create a new tab in your ProjecTask sheet by clicking on the "+" button at the bottom left and name it "AccessList".

b. In column A, list the names of your tabs.

c. In column B, list the corresponding email addresses.

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How to Mass Protect Tabs

Step 2: Open Google Apps Script Editor

a. In your Google Sheet, go to "Extensions" > Apps Script

b. Click on the plus sign to select "Script":

c. Delete any code in the script editor, then copy and paste the following script into the script editor:

```
function grantAccessToTabs() {
  var spreadsheet =
SpreadsheetApp.openById('YOUR_SHEET_ID');
  var accessListSheet =
spreadsheet.getSheetByName('AccessList');
  var data = accessListSheet.getDataRange().getValues();

 data.forEach(function(row) {
    var tabName = row[0];
    var emailAddress = row[1];
    var sheet = spreadsheet.getSheetByName(tabName);

 if (sheet) { sheet.protect().addEditor(emailAddress); } });

Logger.log('Access granted successfully!'); }
```

How to Mass Protect Tabs

Step 3: Configure the Script

    a.   Replace **'YOUR_SHEET_ID'** with the actual ID of your main Google Sheet in the URL. *Example: https://docs.google.com/spreadsheets/d/YOUR_SHEET_ID/edit*

    b.   Save the script by clicking the 💾 floppy disk icon or pressing Ctrl + S.

Step 4: Run the Script

    a.   Click **'Run'** to run the currently selected function in your script. If it asks for authorisation, follow the prompts to grant the necessary permissions.

    b.   Check **'Execution logs'** in the Apps Script editor to see if there are any messages. You should see **"Access granted successfully!"**

    c.   Right click the AccessList tab to 'Hide Sheet' from student's view.

Troubleshooting and Further Customisations

Troubleshooting with AI

1. If you run into any issues or errors while running the scripts, AI tools like **Claude.ai** or **ChatGPT** can provide helpful guidance.

2. Share the specific error message or problem details with the AI for guidance!

Customising the Scripts

1. Want to tailor the script to your specific needs? AI can assist with modifications and enhancements. Whether you want to change naming conventions, adjust the number of duplicates, or add features like timestamps, clearly explain your requirements to the AI.

2. Provide the necessary context, such as the current script code, and the AI can offer relevant suggestions and code snippets to help you achieve your desired customisation.

For any queries, please contact us at **cotf@moe.edu.sg**