

projectTASK

User Guide

For teachers



**CLASSROOM
OF THE FUTURE**
Redesigning Learning

Classroom of the Future (CotF)

An MOE Educational Technology Division, Information Technology Division, and Government Technology Agency innovation incubator which 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.

CotF innovations enhance teaching and learning to help students to be future-ready, preparing them for an increasingly complex, interconnected, and tech-driven world.

ProjectTask

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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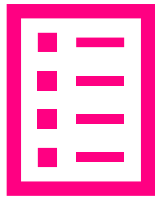
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What is ProjectTask?

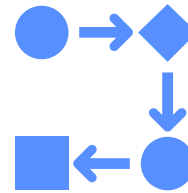
ProjectTask aims to **develop students' self-directedness**.

It enables teachers and students to manage and monitor project work progress more efficiently and effectively by providing:



Clear visualisation of students' progress

- ProjectTask Student Board
- ProjectTask 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



What is ProjectTask?

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



ProjectTask 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

SINGAPORE

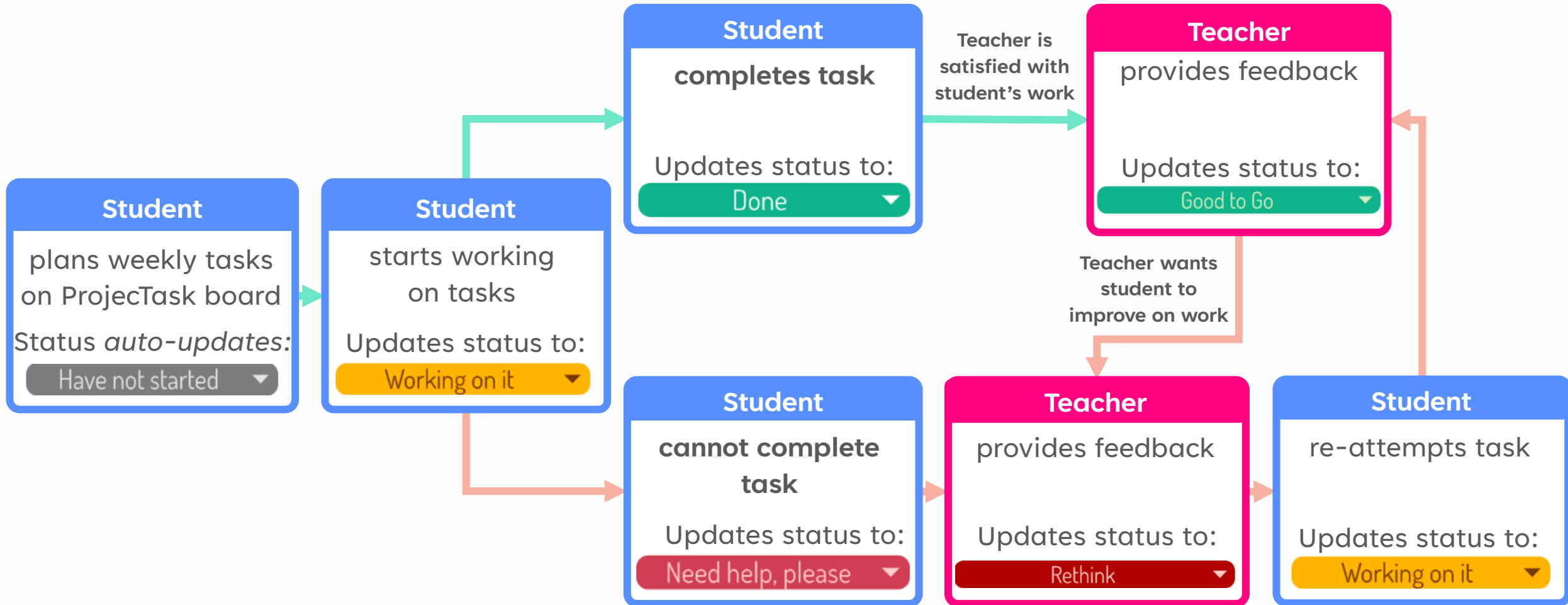
Student Learning Space

SLS Lesson

for submission,
reflection and feedback



How to Use ProjectTask?





Key Features



i. Project Planning & Monitoring

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

- Students to **plan** their projects clearly and update progress
- Teachers to **monitor** the progress of the project

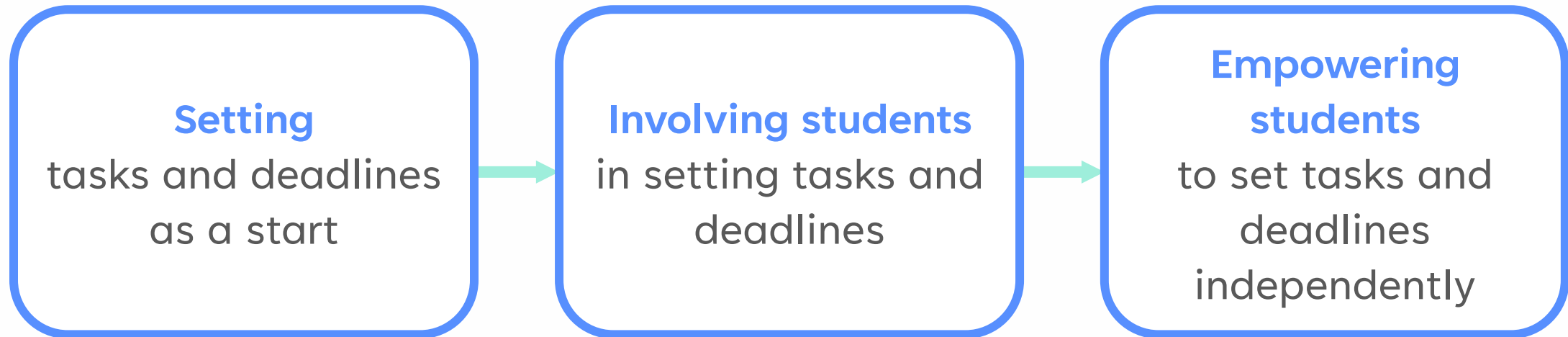
Name / Class:						projectTASK
Time	Tasks	Status	If you indicated "Need help, please", key in the help you need from teacher	Progress Check by Teacher	Deadline <small>(double click on cell to show calendar)</small>	Remarks
Week 1	Task 1	Done		Good to Go	28-May	
	Task 2	Done		Rethink	28-May	
	Task 3	Done		Feedback in Progress	31-May	
	Task 4	Need help, please	I am not sure how to ...			
	Task 5	Working on it				
Week 2	Task 1	Have not started				
	Task 2	Have not started				
	Task 3					
	Task 4					
	Task 5					

+ ≡ ProjectTask Student Board ▾



i. Project Planning & Monitoring





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





ii. Monitoring on SLS

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

- From the **Assignment Card**, click the Monitoring icon .
- From within the **Assignment**, click the Monitoring icon  in the header.
- From the **Lesson Plan** , click the Monitoring icon .

Monitor Assignment

Data is not updated in real time

[DOWNLOAD MARKS](#)

VIEWING B Submissions

0

COMPLETE

9

INCOMPLETE

18 Aug 2023 10:23 AM ↻ 30 Sep 2023 11:59 PM

Select students to mark as complete 🔍 1 ✕ ⚙️ 🗑️

B. Submissions

Students	Section Status	Activity Status	Q1a. [0]	Q1b. [0]	Q1c. [0]	Activity Status	Q1a. [0]	Q1b. [0]	Q1c. [0]	Ac St
	I	I	○	○	○	I	○	○	○	
	I	I	○	○	○	I	○	○	○	



ii. Monitoring on Teacher Dashboard

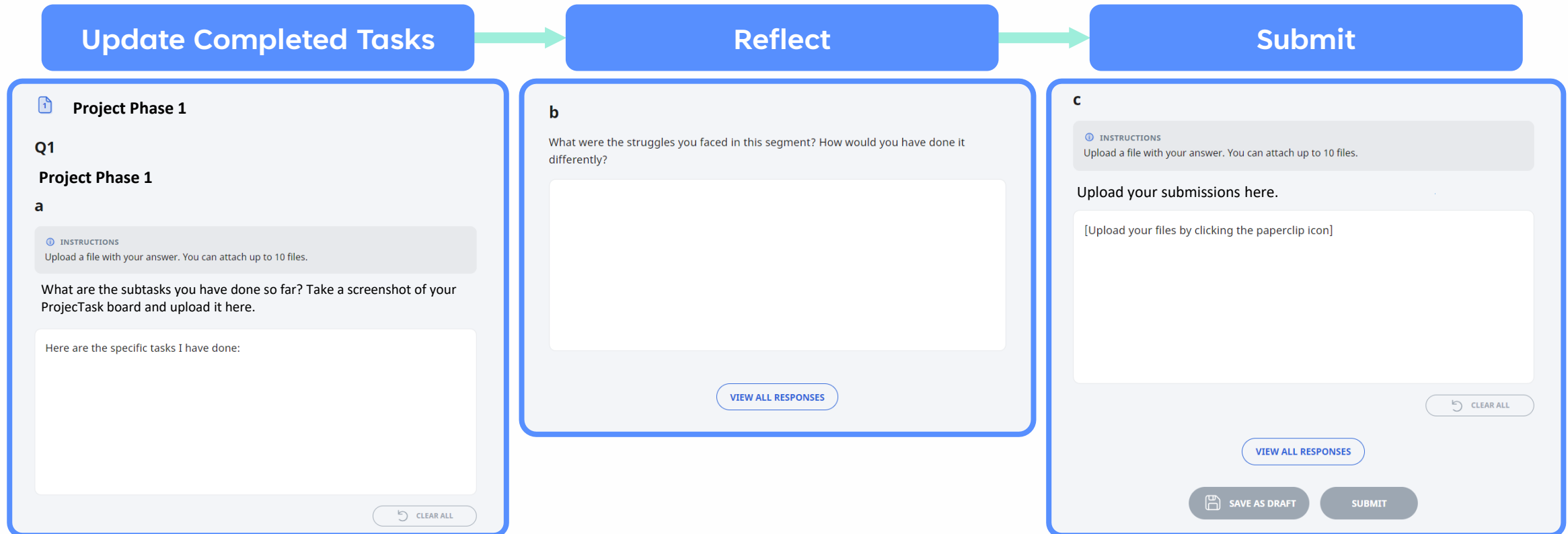
You can **monitor** your students' **self-reported statuses** using the Teacher Dashboard, which shows an overview of task statuses. You can also record relevant notes under the "Teacher's Notes" column.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	projectTASK			Statuses in the cells below will be updated automatically based on inputs from students' boards. Please do not edit the light blue cells from columns D to BA . Thank you :-)											
2	Students' Statuses														
3	Teacher's Notes	Key in Student's Board URL in this column	Board Name / (Index No.)	Week 1					Week 2						
4	Ahmad	https://docs.google.com	1	Done	Done	Done	Done	Done	Done	Need help, please	Working on it	Working on it	Have not started		
5	Bryan	https://docs.google.com	2	Done	Done	Done	Done	Done	Done	Working on it	Working on it	Have not started	Have not started		
6	Connie	https://docs.google.com	3	Done	Done	Done	Done	Done	Done	Done	Working on it	Working on it	Working on it		
7	Diana	https://docs.google.com	4	Done	Done	Done	Done	Done	Done	Done	Done	Done	Done		
8	Elijah	https://docs.google.com	5	Done	Done	Done	Done	Done	Done	Done	Working on it	Working on it	Working on it		
9	Fiona	https://docs.google.com	6	Done	Done	Done	Done	Done	Working on it	Done	Need help, please	Done	Done		



iii. Submissions

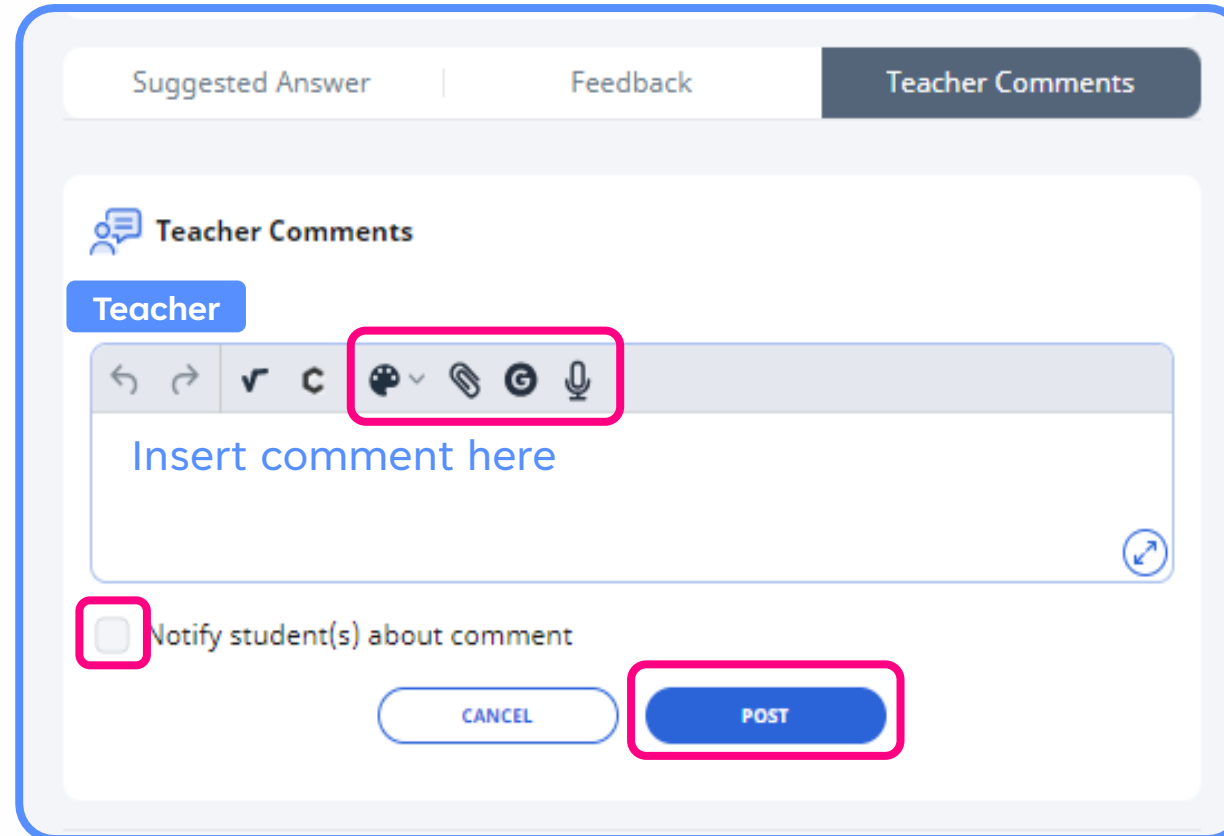
Students may use ProjectTask SLS lesson to **update, reflect, and submit** for teachers to provide feedback.





iv. Multi-modal Feedback

- a. Teachers may add **remarks** in the ProjectTask Student Board
- b. Or provide **multi-modal feedback** within the lesson:
 - i. Textual comments
 - ii. Audio clips
 - iii. File attachments





iv. Multi-modal Feedback

iv. Annotations

Teacher Comments

Teacher

Let's begin with the drawing of the clip:
1. Use light and gentle lines
2. Show a range of light and dark tonal values.

Please improve on your work and resubmit.

Student

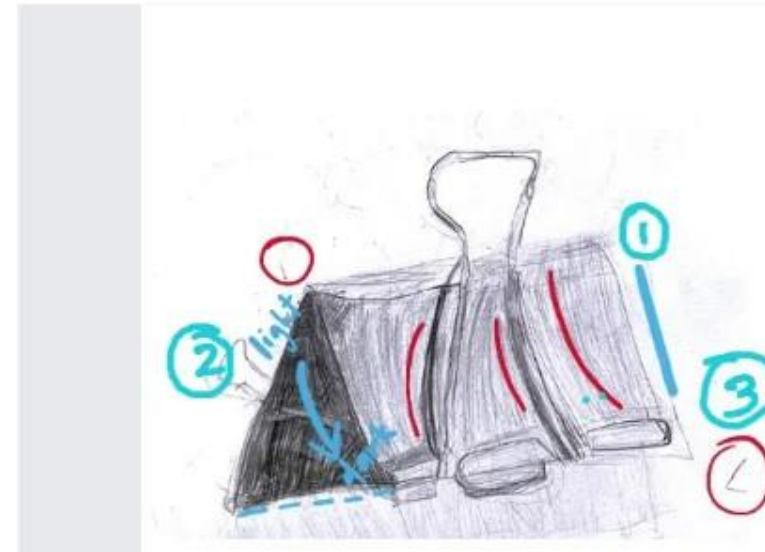
It's very difficult. I already tried my best.



Teacher

You've made such a big improvement from trying again :)

I would like to see if you can do even better by trying these 3 things:
1. When shading, move your elbow instead of your wrist so that your lines are straight
2. Show a wider range of tonal values by blending from light to dark
3. Erase marks and smudges in the background. Keep your work clean!



Student



Teacher

Well done! The reflective surface is well-captured and your work is much neater.
Let's see you do this with the other two drawings!



v. Announcements and Reminders

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

- a. Class group announcements
- b. Planner

Class Group Announcements / New Class Group Announcement

New Class Group Announcement

Class Group
SPMT TEST CLASS GROUP 1

To
All Students

+ ADD STUDENTS

Title
Title

Message

English Paragraph

Add announcements to the class using this feature!

Start Date
18 Aug 2023

Start Time

+ CREATE

Notifications **Planner** Assignments Resources Forum Apps Admin

Day Week **Month**

TODAY < **August 2023** > + NEW EVENT

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8 National Day	9	10	11	12
13	14	15	16	17	18	19



Setting Up ProjectTask



Setting Up the ProjectTask 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**?

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

ProjectTask Class Dashboard | Index no. 1 | Index no. 2 | Index no. 3 | Index no. 4

[Student 1] ProjectTask Board
[Student 2] ProjectTask Board
[Student 3] ProjectTask 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: 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 “ProjectTask Class Dashboard” tab, then click on “Protect Sheet” and “Set Permissions” accordingly.
2. In **Column C**, you will find a pre-populated formula:

$$fx=TRANSPOSE(INDIRECT("'"\text{Index no. 1}'!C3:C52"))$$

Name of tab
Index no. 1
C3:C52
Cells to track

Verify that this formula reflects the name of the tab and cells of the ProjectTask 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.

The screenshot shows a Google Sheet with the following structure:

1	projectTASK		Statuses in the cells below will be updated Please do not edit the light blue cells from			
2			Students' Statu			
3	Teacher's Notes	Board Name / (Index No.)	Week 1			
4		1				
5		2				
6		3				
7		4				
8		5				
9		6				
10		7				
11		8				
12		9				
13		10				

The context menu options are: Delete, Duplicate, Copy to, Rename, Change color, Protect sheet, Hide sheet, View comments, Move right, Move left.



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 ProjectTask board you would like to track, then click "Allow Access".

	A	B	C	D	E	F	G	H
1	projectTASK			Statuses in the cells below will be updated automatically. Please do not edit the light blue cells.				
2	Students							
3	Teacher's Notes	Key in Student's Board URL in this column	Board Name / (Index No.)	Week 1				
4	Ahmad	https://docs.google.com	1	Done	Done	Done	Done	Done
5	Bryan	https://docs.google.com	2	Done	Done	Done	Done	Done
6	Connie	https://docs.google.com	3	Done	Done	Done	Done	Done
7	Diana	https://docs.google.com	4	Done	Done	Done	Done	Done
8	Elijah	https://docs.google.com	5	Done	Done	Done	Done	Done
9	Fiona	https://docs.google.com	6	Done	Done	Done	Done	Done

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

$fx = \text{TRANSPOSE}(\text{QUERY}(\text{IMPORTRANGE}(\text{B4}, \text{"ProjectTask Student Board!C3:C52"})))$

Name of tab
Cells to track

Verify that this formula reflects the name of the tab and cells of the ProjectTask 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.



Setting Up ProjectTask in SLS



Setting Up SLS Lesson

1

Go to MOE Library:
[ProjectTask SLS Lesson](#)
[ProjectTask 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

3

Customise the boards to your project’s needs

4

Customise and assign the SLS lesson!

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

A. Setting up ProjectTask Board

Instructions to Teachers:

1. Delete highlighted portion before assigning.
2. Duplicate this [ProjectTask 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](#)

*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 <small>(double click on cell to show calendar)</small>
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 <u>protected</u> , 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 <u>set-up</u>	Some <u>set-up</u> required



Class Board: Giving Access in SLS

Using Embedded Link

1. **Go to your ProjectTask 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

Height: Width:

[CANCEL](#) [SAVE](#)



Class Board: Setting Up Teacher Dashboard

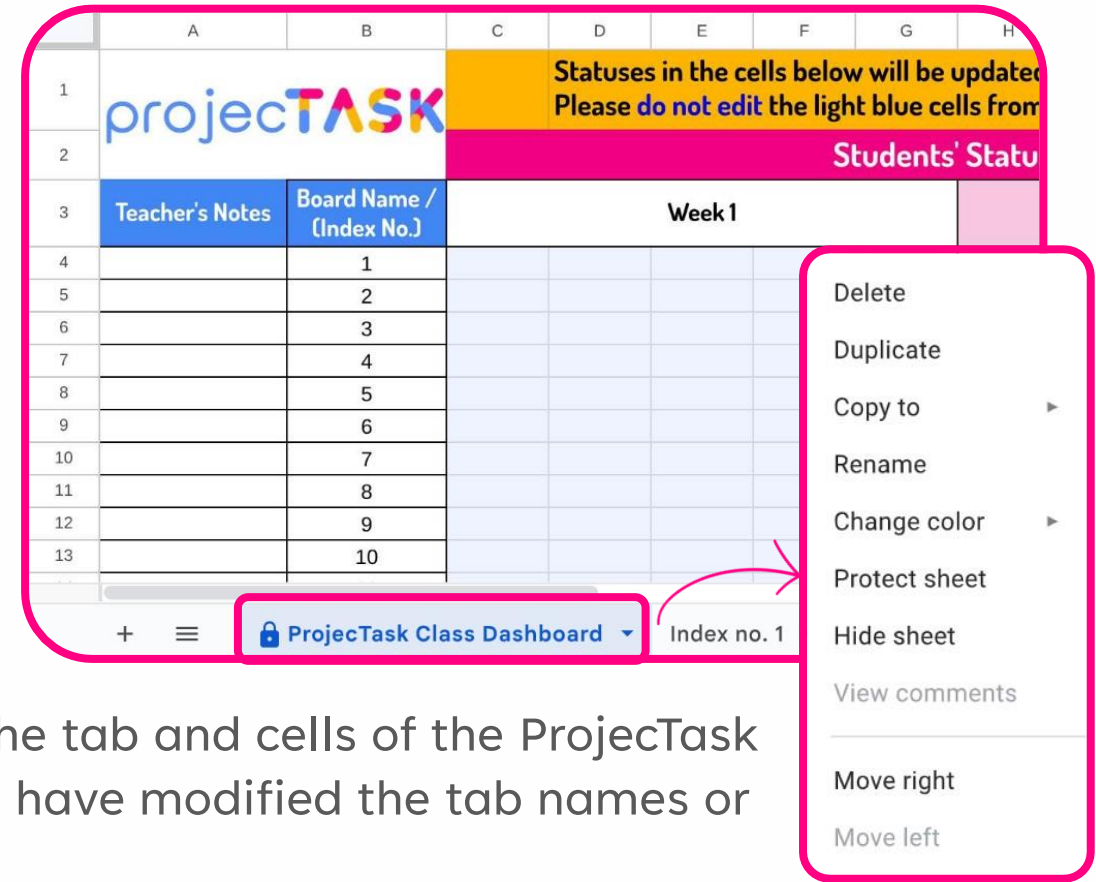
1. If you would like to ensure that students are not able to edit the Teacher Dashboard, right click on the “ProjectTask Class Dashboard” tab, then click on “Protect Sheet” and “Set Permissions” accordingly.
2. In **Column C**, you will find a pre-populated formula:

$$fx=TRANSPOSE(INDIRECT("'"\text{Index no. 1}'!C3:C52"))$$

Name of tab
Index no. 1
Cells to track

Verify that this formula reflects the name of the tab and cells of the ProjectTask 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 ProjectTask Board**

Instructions for Students 🗣️


STEP 1: Go to this document: [Teacher to insert link to your ProjectTask 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 ProjectTask Board is:



Student Board: Setting Up Teacher Dashboard

1. In **Column B**, paste the URL of each ProjectTask 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.

	A	B	C	D	E	F	G	H
1	projectTASK			Statuses in the cells below will be updated automatically. Please do not edit the light blue cells.				
2	Students							
3	Teacher's Notes	Key in Student's Board URL in this column	Board Name / (Index No.)	Week 1				
4	Ahmad	https://docs.google.com	1	Done	Done	Done	Done	Done
5	Bryan	https://docs.google.com	2	Done	Done	Done	Done	Done
6	Connie	https://docs.google.com	3	Done	Done	Done	Done	Done
7	Diana	https://docs.google.com	4	Done	Done	Done	Done	Done
8	Elijah	https://docs.google.com	5	Done	Done	Done	Done	Done
9	Fiona	https://docs.google.com	6	Done	Done	Done	Done	Done

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

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

Name of tab
Cells to track

Verify that this formula reflects the name of the tab and cells of the ProjectTask 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 ProjectTask Board Tabs

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



How to Mass Duplicate ProjectTask Board **Tabs**

Step 1: Setting up Google Apps Script

- In your Google Sheet, go to "Extensions" >  Apps Script
- Click on the plus sign to select "Script": 
- Delete any code in the script editor, then copy and paste the following script into the script editor:
- Replace '**ProjectTask Student Board**' in the code with the actual name of the tab you want to duplicate.
- Save the script by clicking the  floppy disk icon or pressing Ctrl + S.

```
function duplicateSheets() {  
  var ss =  
  SpreadsheetApp.getActiveSpreadsheet();  
  var template =  
  ss.getSheetByName('ProjectTask Student  
  Board');  
  
  for (var i = 1; i <= 40; i++) {  
    var newSheet = template.copyTo(ss);  
    newSheet.setName('Index ' + i);  
  }  
}
```



How to Mass Duplicate ProjectTask 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".




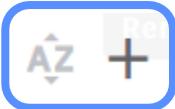
How to Mass Duplicate ProjectTask Board Sheets

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



How to Mass Duplicate ProjectTask Board Sheets

Step 1: Setting up Google Apps Script

- In your Google Sheet, go to "Extensions" >  Apps Script
- Click on the plus sign to select "Script": 
- 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);
  }
}
```



How to Mass Duplicate ProjectTask 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.



How to Mass Protect Tabs



How to Mass Protect Tabs

Step 1: Set Up Your Google Sheet

- Create a new tab in your ProjectTask sheet by clicking on the "+" button at the bottom left and name it "AccessList".
- In column A, list the names of your tabs.
- In column B, list the corresponding email addresses.

ProjectTask ☆ 📄 ☁

File Edit View Insert Format Data Tools Extensions Help

🔍 ↶ ↷ 🖨 📄 100% | \$ % .0_ .00 123 | Defaul... ▾

K24 ▾ | fx



	A	B	C	D
1	Reg No. 1	student1@students.edu.sg		
2	Reg No. 2	student2@students.edu.sg		
3	Reg No. 3	student3@students.edu.sg		
4	Reg No. 4	student4@students.edu.sg		
5	Reg No. 5	student5@students.edu.sg		
6	Reg No. 6	student6@students.edu.sg		
7	Reg No. 7	student7@students.edu.sg		
8	Reg No. 8	student8@students.edu.sg		
9	Reg No. 9	student9@students.edu.sg		
10	Reg No. 10	student10@students.edu.sg		

+ ☰ AccessList ▾



How to Mass Protect Tabs

Step 2: Open Google Apps Script Editor

- In your Google Sheet, go to "Extensions" >  Apps Script
- Click on the plus sign to select "Script": 
- 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.



**CLASSROOM
OF THE FUTURE**
Redesigning Learning

If you have any queries, you may contact us at cotf@moe.edu.sg