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# Assessor Basics

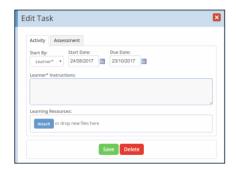How to create activity tasks

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# Activity Tasks

Activity Tasks can be created from a plan by an assessor. They can be used when you want a user to complete an activity that doesn't require assessment or need to be mapped to criteria.

## User Restrictions

Only Assessors can create activity tasks on a plan.
Activity tasks can be sent to learners, assessors and employers.

## Creating an Activity Task

To create an activity task, first create a plan and select 'add task'. Once the popup appears you have the option to add the task as an 'activity' or 'assessment' with the tabs at the top of the popup.



## Completing an Activity Task

When you click on an activity task, a popup modal will be displayed containing a description of the task and any learning resources that have been provided.

You now have the option to write a journal entry and create a timesheet entry for the activity you have been asked to complete. You can add a journal entry without recording time, but if you wish to record an entry within the timesheets, this must be done as a journal entry.

At any point, you can keep the task in your pending task list, click the Save button. When you have finished with the task, click the Complete button and it will be moved to your completed task list.

You will now be able to open the learner's journal or timesheet page to see the saved entries.

To learn more see our full guides.

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