

OVERVIEW

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.

DETAILS

Creating an Activity Task

[Click here](#) to view the guide on creating assessment plans and adding activity tasks.

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 you must enter a journal entry if you want to create a timesheet 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.