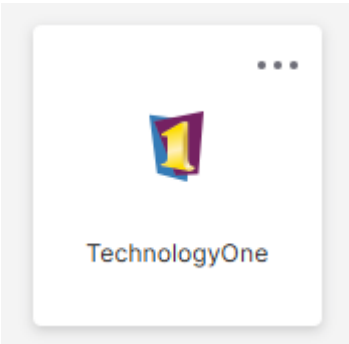
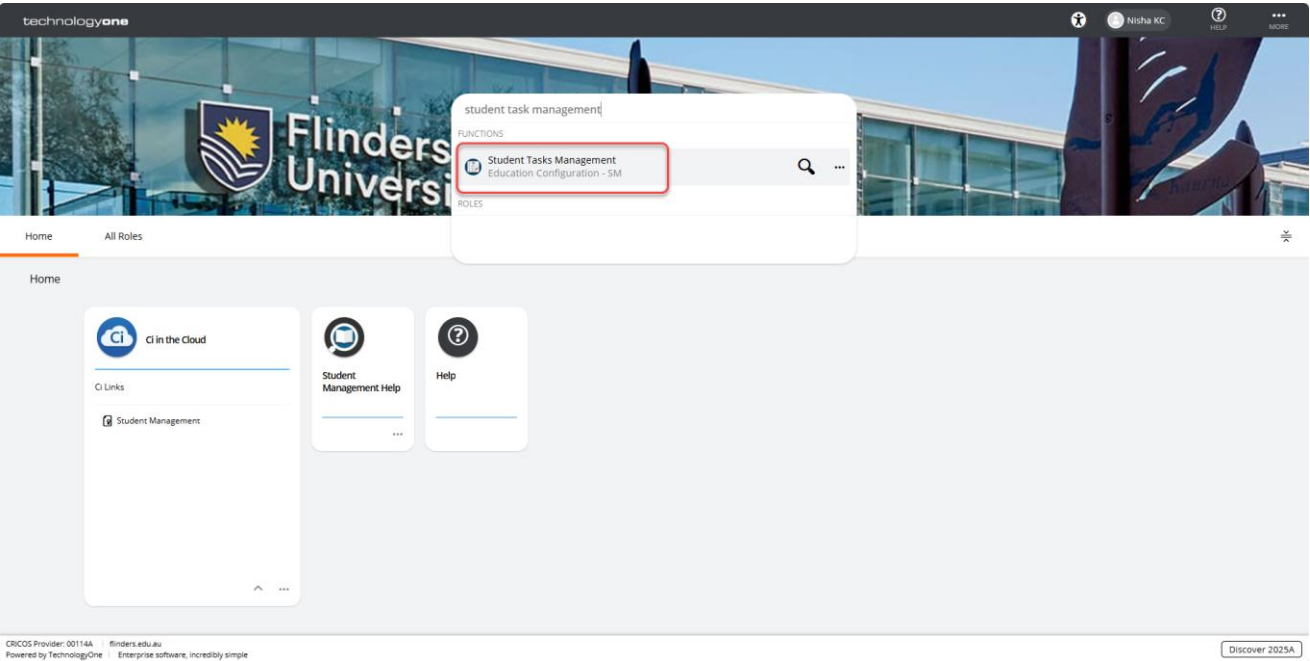


How to manually assign a task

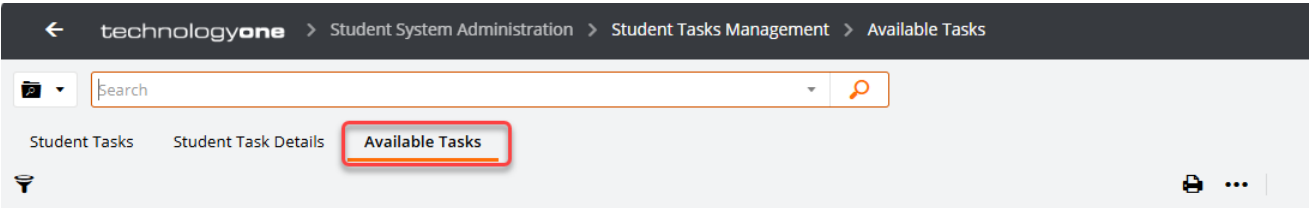
Navigate to CiA by selecting TechnologyOne on Okta



Enter 'Student Task Management' in Enterprise Search bar.



Select 'Available Tasks' tab.



How to manually assign a task



Select the magnifying glass icon to see the list of tasks that can be manually assigned to student.

technologyone > Student System Administration > Student Tasks Management > Available Tasks

Search

Student Tasks

Student Task Details

Available Tasks

1 - 21 of 21 records.

Rule Number	Task	Students Can View	Students Can Respond	Message When Provision Required	Assign to Students
3	Date Of Birth Details	☒	☒	Please confirm your date of birth. If you ne	
6	Citizenship Details	☒	☒	Please provide your citizenship details. If	
7	Cultural Details	☒	☒	Please provide your cultural details display	
8	Disability Details	☒	☒	Please complete this mandatory task. To h	
9	Parent / Guardian Education Background Details	☒	☒	Please enter your parents' or guardians' e	
12	Other Contact Details	☒	☒	In an emergency, we may need to reach o	
13	Phone Details	☒	☒	Please provide your Australian phone num	
16	Welcome Screen	☒	☐	No message configured	
29	Address Details	☒	☒	Please provide your Australian semester a	
35	USI Task - Domestic	☒	☒	Please provide your Unique Student Ident	
37	Government Assistance Request	☒	☒	Submit your request for a COMM-SUPP lo	
38	Government Assistance Request	☒	☒	Submit your request for a FEE-HELP loan. I	
39	Government Assistance Request	☒	☒	Submit your request for a SA-HELP loan. If	
42	Government Assistance Request	☒	☒	Submit your request for a OS-HELP loan. h	
43	Address Details	☒	☒	Please provide your Australian semester a	
44	Phone Details	☒	☒	Please provide your Australian phone num	
45	Other Contact Details	☒	☒	In an emergency, we may need to reach o	
46	Disability Details	☒	☒	Please complete this mandatory task. To h	
47	USI Task - International	☒	☒	International students who are studying o	
48	Address Details	☒	☒	Please provide your Home address. If you	
50	Government Assistance Request - Flinders	☒	☒	Submit your request for a FEE-FREE loan. I	

Note: Instead of selecting the magnifying glass to view available task, staff can directly search for the task by entering it in the search bar.

Select the tasks that needs to be manually assigned to students.

technologyone > Student System Administration > Student Tasks Management > Available Tasks

Search

Student Tasks

Student Task Details

Available Tasks

1 - 21 of 21 records.

Rule Number	Task	Students Can View	Students Can Respond	Message When Provision Required	Assign to Students
3	Date Of Birth Details	☒	☒	Please confirm your date of birth. If you ne	
6	Citizenship Details	☒	☒	Please provide your citizenship details. If	
7	Cultural Details	☒	☒	Please provide your cultural details display	
8	Disability Details	☒	☒	Please complete this mandatory task. To h	
9	Parent / Guardian Education Background Details	☒	☒	Please enter your parents' or guardians' e	
12	Other Contact Details	☒	☒	In an emergency, we may need to reach o	
13	Phone Details	☒	☒	Please provide your Australian phone num	
16	Welcome Screen	☒	☐	No message configured	
29	Address Details	☒	☒	Please provide your Australian semester a	
35	USI Task - Domestic	☒	☒	Please provide your Unique Student Ident	
37	Government Assistance Request	☒	☒	Submit your request for a COMM-SUPP lo	
38	Government Assistance Request	☒	☒	Submit your request for a FEE-HELP loan. I	
39	Government Assistance Request	☒	☒	Submit your request for a SA-HELP loan. If	
42	Government Assistance Request	☒	☒	Submit your request for a OS-HELP loan. h	
43	Address Details	☒	☒	Please provide your Australian semester a	
44	Phone Details	☒	☒	Please provide your Australian phone num	

How to manually assign a task



Enter Student ID in the search field in 'Assign to Student Study Items' section.

technologyone > Student System Administration > Student Tasks Management > Available Tasks

Enterprise Search

Search

Student Tasks Student Task Details Available Tasks

1 - 21 of 21 records.

Rule Number	Task	Students Can View	Students Can Respond	Message When Provision Required
3	Date Of Birth Details	☒	☒	Please confirm your date of birth. If you ne
6	Citizenship Details	☒	☒	Please provide your citizenship details. If;
7	Cultural Details	☒	☒	Please provide your cultural details displ
8	Disability Details	☒	☒	Please complete this mandatory task. To h
9	Parent / Guardian Education Background Details	☒	☒	Please enter your parents' or guardians' e
12	Other Contact Details	☒	☒	In an emergency, we may need to reach o
13	Phone Details	☒	☒	Please provide your Australian phone num
16	Welcome Screen	☒	☐	No message configured
29	Address Details	☒	☒	Please provide your Australian semester a
35	USI Task - Domestic	☒	☒	Please provide your Unique Student Ident
37	Government Assistance Request	☒	☒	Submit your request for a COMM-SUPP lo
38	Government Assistance Request	☒	☒	Submit your request for a FEE-HELP loan. I
39	Government Assistance Request	☒	☒	Submit your request for a SA-HELP loan. If
42	Government Assistance Request	☒	☒	Submit your request for a OS-HELP loan. h

Assign to Student Study Items

2377589

1 - 1 of 1 record.

Student ID	Study Package Code	Full Title	Version (Curriculum Item)
☐ 2377589	BBUSMK	Bachelor of Business (Marketing)	1

Note: If a student is admitted in more than one course, list of all the courses will be displayed.

Tips: For faster search results, enter '**? Student ID is equal to Student ID**' in the search bar instead of only '**Student ID**'.

Select the drop-down arrow for the course that the task needs to be assigned then select 'Assign'.

Assign to Student Study Items

2377589

1 - 1 of 1 record.

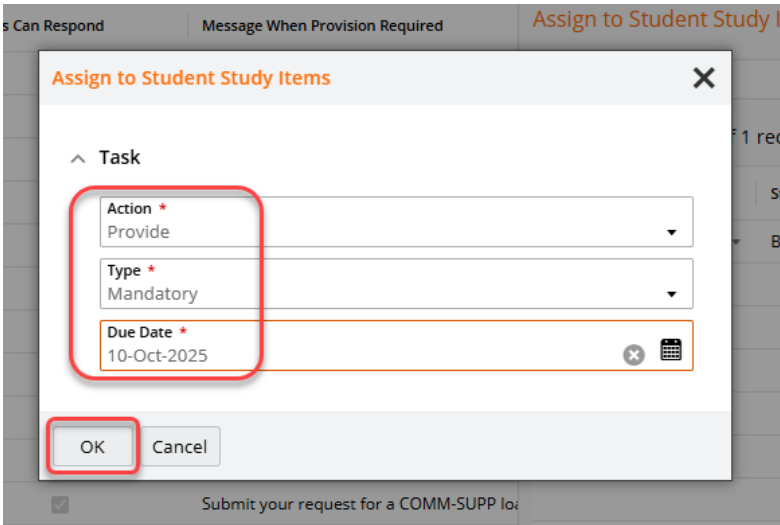
Student ID	Study Package Code	Full Title	Version (Curriculum Item)
☐ 2377589	BBUSMK	Bachelor of Business (Marketing)	1

Assign

View tasks

How to manually assign a task

‘Assign to Student Study Items’ pop-up window will appear. Enter necessary details then select ‘OK’.



Action: Provide will ask the student to provide the new information, **Confirm** will ask the student to confirm existing data.

Pop-up message is displayed confirming that the task has been assigned to the student.

