spellzone
The online English spelling resource

# How to set a Spellzone unit as a task - page one

**1**
Log into Spellzone.

**2**
Click '**Tasks**'.

**3**
Click '**create new task**'.

**4**
Select the required **Unit** from the dropdown menu.

**5**
Select task type: '**Homework**' or '**Classroom**'.

**6**
Set the'**Start date**' and '**Deadline date**'.

**7**
Select '**Who the task is for**' from the dropdown menu.*

**8**
Type a message to the students - if required.

**9**
Press '**Submit**'.

*** Options available are: All students, a specific class (if available), or individual students.**
**See page 2 for setting tasks for individual students.**

For support email **admin@spellzone.com**

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# How to set a Spellzone unit as a task - page two

If you would like to set a task for an individual student(s):

Follow **steps 1-6** on page one.

**7**
Select **'I want to select individual students'** from the dropdown menu.

**8**
Type a message to the student(s) - if required.

**9**
Press '**Submit**'.

**10**
Select the student(s) from the list.

**11**
Press '**Submit**'.

**Notes:**
**Once you have submitted a task you will be taken to your Task home page where you will see the task listed.**
**Students will be notified of the task the next time they log onto Spellzone.**