QUICK USER GUIDE

How to create Task sessions

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1. Once you are logged in as a Moderator, click on “New session”
2. Select the Certificate Type as “TASK – The Assessment of Sustainability Knowledge” and choose the assessment language (English or French), then continue.
3. Give your session a name

4. Indicate the Max vouchers, or the maximum amount of vouchers and therefore candidates which can be used/added to the session.

5. Define the start and end dates (it should be within two weeks) and ensure the timezone is well-selected.
6. Choose how participants will be able to join your assessment session, switching the “Open Session” toggle.
There are two options:

- **Open session**: You disseminate a session code with your participants (and also share with them the sign up link). Please note that anyone with that code will be able to access your session, and therefore, use one of your organization’s vouchers.

- **Closed session**: You invite candidates via their e-mail through the TASK platform. An automatic email is sent directly to them for them to create their account, where they will be able to access the session directly.
7. If you selected “Open Session”, simply copy the session code and click “Continue”
Your session has been saved and it is ready to go!

Now it is up to you to disseminate the session code and sign up instructions.
7. If you prefer to have more control on who will be able to join your session, keep the session as “Closed” and click on continue.
8. Your session has been saved! Click on “Add candidates now”
There are four ways to select candidates for the session:

A – importing a CSV file with their details (ensure you are using our template so the columns are in the right order)

B – select candidates that are already affiliated with your institution’s TASK account (i.e. they participated in another session you organized)
Closed session path

C – copying and pasting from a spreadsheet (ensure that you have the columns in the right order)

D – manually adding candidates and clicking the (+) sign to confirm

! Under “cohort”, you can write any term that would allow you to categorize your candidates (i.e. the program they study, graduation class, etc.)
Ensure that you have enough vouchers to invite all the candidates you selected.

If that is not the case, contact your organization’s administrator who can assign you more vouchers.
9. An email has been sent to your candidates with the instructions on how to join.