



# An assessor's guide to Global Tasks

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This guide explains how Global Tasks software can be helpful for students with additional learning needs who qualify for the Disabled Students' Allowance (DSA).

To get your assessor copy, please visit [text.help/dsa-solutions](https://text.help/dsa-solutions)





# Guidelines for recommending Global Tasks for DSA students

## Where it works:

Global Tasks is available for Windows, macOS, Google Chrome, iOS and Android. Students can use Global Tasks on their laptop, MacBook, Chromebook, phone or tablet.



**Goodbye stress, hello productivity.**

Global Tasks helps students to stay on top of their work.

Global Tasks is a task management system that allows students to gather their thoughts and tasks in one easily accessible location. This organisation tool helps students to see all their projects at a glance and keep their focus on high priority tasks.

Students can use Global Tasks to manage their workload, break projects down into smaller steps, and cut down distractions.

## Breakdown of needs covered

- Reading & writing difficulties - dyslexia, dyspraxia, and other literacy difficulties
- Mental health problems - anxiety, OCD, stress, and working memory difficulty
- Cognition & sensory processing - Including ASD, ADHD/ADD & fatigue



## Learning needs

### Cognition and sensory processing

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## How Global Tasks Helps

Students can create and customise a visual overview of upcoming tasks, helping them to prioritise tasks within a project, manage their workload and process and retain information.

Students can see their personal or study-related tasks laid out at a glance, making it easier to visualise and manage workflows. It therefore supports the workstyle of students who prefer to work from visual prompts.

Using the tool, students can group tasks together under common headings. This lets them break projects down into smaller, more manageable tasks which they can approach one-by-one, helping to ward against procrastination.

Users can reorder project steps by clicking and dragging

items to move them up or down. At a glance, users can see that tasks at the top of the list will be the highest priority to tackle.

The clean and simple user interface helps students avoid overstimulation, and the zoom-in function lets students concentrate on specific projects.

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## Learning needs

## How Global Tasks Helps

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### Reading and writing difficulties

Typically, dyslexic students process visually, and struggle with linear presentation of information. Mainstream task management apps present information in long lists, whereas Global Tasks breaks tasks into bitesize chunks which are both manageable and customisable.

Students who find reading slow or effortful can also benefit from Global Tasks' simple, visual layout.

### Mental Health Issues

Global Tasks helps to address anxiety by providing students with tools to catalogue and manage their to-do list.

There is an option to 'hide' tasks, which temporarily removes them from sight. This helps to maintain students' focus on their top priorities and works to prevent overwhelm.

Students who struggle with working memory can benefit from the option to add due dates and reminders to tasks.

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email us at [dsagroup@texthelp.com](mailto:dsagroup@texthelp.com).

