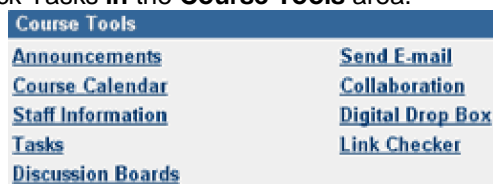


Adding a Task List for your Students

The Tasks page organizes projects (referred to as tasks), defines task priority, and tracks task status. Any user can create tasks and post them to the Tasks page. Each student can add personal tasks to their page, instructors and managers can add tasks for users participating in their course.

Step 1: Click on the **Control Panel** button.

Step 2: Click Tasks in the **Course Tools** area.



Step 3: Click Add Task. To modify a task, click Modify.



Step 4: Type in the title of the task and the description

Task Title:

Description:

Smart Text Plain Text HTML

The title should give an indication of the **type of task**

The description should be **concise and clear**.

Step 5: Choose the due date of the task

Due Date:

The dates can be chosen here or click on the calendar icon to see the dates by month.

Step 6: Choose the task priority

Priority:

Low (task appears with a blue arrow pointed down)
Normal
High (task appears with a red arrow pointed up)
▲ - High Priority ▼ - Low Priority

Step 7: Click Submit

Your task list will appear when you login in at the bottom right of the page. To view all tasks click on the more button

