

TASKS

You can use the tasks tool to organize projects or activities—referred to as tasks—by defining task priority and tracking task status. As an instructor, you add tasks to your course. You can allow students to manage their tasks using the **My Tasks** module or from a tool link in your course.

NOTE: If you want to ensure an activity or assignment is completed by a certain date, consider using the assignments tool and the calendar instead of a task.

You can create tasks and post them to the course Tasks page. Each user can post personal tasks to their own task pages. Task information is arranged in columns that display the priority, task name, status, and due date.

Tasks are also available as a course group tool for tasks that are specific to a smaller group within your course.

NOTE: The **To Do** notification module that appears in a course displays course relevant information only.

VIEWING TASKS

By default, tasks are listed from highest priority to lowest and not by date. To view tasks listed by due date, click the Due Date heading. Use the status columns to view how many students have reported their progress or completed a task.



<input type="checkbox"/>	Title	Priority	Due Date	Not Started	In Progress	Completed
<input type="checkbox"/>	Term Paper Topic	High	Friday, April 8, 2011	8	2	2
<input type="checkbox"/>	Sign up for Group Project	Medium	Monday, April 25, 2011	12	0	0
<input type="checkbox"/>	Optional Chat Review Session	Low	Friday, April 22, 2011	12	0	0

HOW TO CREATE, EDIT, OR DELETE A COURSE TASK

1. On the course menu, click **Tools**. On the **Tools** page, select **Tasks**.

-OR-

On the **Control Panel**, expand the **Course Tools** section and select **Tasks**.

2. On the **Tasks** page, click **Create Course Task** on the action bar.
3. On the **Create Course Task** page, type a **Task Name**.
4. Type a **Description**. You can use the content editor functions to format the text and include files, images, web links, multimedia, and mashups.

5. Type a **Due Date** or use the **Date Selection Calendar** to select the date.
6. Select the level of priority of your task from the **Priority** drop-down list. You can assign a priority of **Low**, **Normal**, or **High**.
7. Click **Submit**.
8. The task appears on the **Tasks** page. Access the task's contextual menu to edit or delete the task.

HOW TO VIEW TASK PROGRESS

1. Access the **Tasks** page.
2. Click a task title to access the **View Task** page. The **View Task** page displays all students' progress for that task.

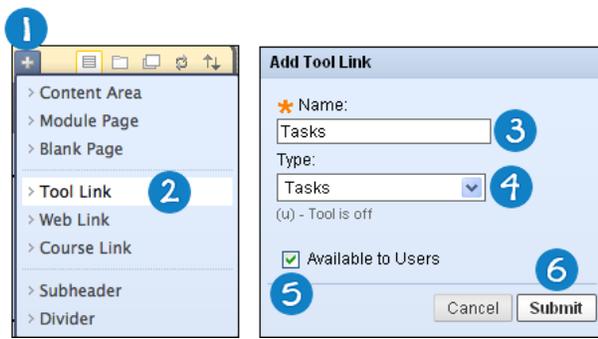
Tasks			
Create Course Task			
Delete			
<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	Term Paper Topic	High	Friday, April 8, 2011
<input type="checkbox"/>	Sign up for Group Project	Normal	Monday, April 25, 2011
<input type="checkbox"/>	Optional Chat Review Session	Low	Friday, April 22, 2011

View Task	
OK	
1. Task Information	
Task Name	Term Paper Topic
Description	Select your term paper topic. See the syllabus for the due date and specific instructions.
Due Date	Friday, April 8, 2011
Priority	High
2. Task Status	
Andy Farrell	Not Started
Bruce Lopez	Completed
Cathy Chu	Not Started
Chris Casper	Completed
Dwight Paul	In Progress
Juan Hernandez	Not Started
Mark Tsai	Not Started
Mei Wong	Not Started
Monica Gonzales	Not Started
Sarah Spooner	Not Started
Tony Brown	In Progress

HOW TO ADD A TASKS LINK TO THE COURSE MENU

If you want students to access the tasks tool often, you can add a link to the course menu for one-click access to the tool. You can customize the name of the link.

1. Change **Edit Mode** to **ON** and point to the plus sign above the course menu. The **Add Menu Item** drop-down list appears.
2. Select **Tool Link**.
3. Type a **Name** for the link.
4. From the **Type** drop-down list, select **Tasks**.
5. Select the **Available to Users** check box.
6. Click **Submit**.



The new tool link appears last in the course menu list. Press and drag the arrows icon to move the link into a new position. Access the link's contextual menu to rename, delete, or hide the link from students.