




The Tasks page organizes projects or activities by defining a task priority and tracking the task status. Any user can create tasks and post them to the individual user's Tasks page. Instructors can post tasks to users participating in their courses.

Where do I find Tasks?


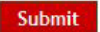
The **Tasks** link is located in the **Tools** module on the **My Blackboard** tab.

How do I use Tasks?





To create a task:

1. Click the **Create Personal Task**  button.
2. Enter a name for the task in the **Task Name** box.
3. Enter a description of the task in the **Description** box.
*Note: Add formatted text, links, images, or multimedia directly in the **Visual Text Box Editor** as desired.*
4. Enter the task **Due Date** using the mm/dd/yyyy format.
*Optional: Click the **Date Selection Calendar**  button and use the interface to select a date.*
5. Select a task **Priority** of Low, Normal, or High.
6. Click the **Submit**  button.

To edit a task:

1. Click the **Action Link**  button and select **Edit**.
2. Make desired changes and click the **Submit**  button.

To delete a task:

1. Click the **Action Link**  button and select **Delete**.
*Optional: To delete one or more tasks, click the **Select**  box for each task or click the **Select All**  box; next click the **Delete**  button.*

What else I should know about Tasks?

To view a task and related details:

Click on the task link.

To sort tasks:

Click on the link at the top of each respective column to sort by **Priority**, **Subject**, or **Due Date**.

Course-specific tasks added by instructors will also display in a student's **Tasks** list. These cannot be edited or deleted by students.

The **Tasks** page is also available within individual courses as a link in the **Tools** section of the **Course Menu**. When accessed this way, only items for that specific course will display.

What if I need additional help?

If additional help is required after using this **Feature in Focus**, and after contacting the instructor of the course, please use the **Help** link in the top banner area of Blackboard.