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Create and Manage Tasks

Manage your personal digital To Do List that will help you keep organized and focused. It is very easy to create and manage any tasks you have to do. Keeping them in a work-related environment will help you concentrate on these tasks. You can thus order your priorities. As an instructor, you can also help your students by allowing them to manage their tasks.



How to Create, Edit or Delete a Course Task

1. On the course menu, click Tools. On the Tools page, click Tasks... OR
On the Control Panel, expand the Course Tools section and click Tasks.
2. On the Tasks page, click Create Course Task on the action bar.
3. On the Create Course Task page, type a name and description.
4. Type a Due Date.
5. Assign a priority of Low, Normal, or High.
6. Click Submit.
7. The task appears on the Tasks page. Access the task's contextual menu to edit or delete the task.

How to Add a Tasks Link to the Course Menu

8. You can add a link to the course menu for one-click access to the tasks tool. You can also customize the name of the link.
9. Change Edit Mode to ON and point to the plus sign above the course menu. The Add Menu Item drop-down list appears.
10. Click Tool Link.
11. Type a Name for the link.
12. From the Type drop-down list, click Tasks.
13. Select the Available to Users check box.
14. Click Submit.

References

How Can I Create and manage Tasks:

https://en-us.help.blackboard.com/Learn/9.1_2014_04/Instructor/130_Student_Performance/060_Tasks

Youtube video

<https://www.youtube.com/watch?v=Qm7J9zHMBIk&index=13&list=PLontYaReEU1tXMa2qtvz6zY-QiD7gNUKJ>

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