Creating a Course Task

The Tasks tool is used to organize projects or activities (referred to as tasks) by defining task priority and tracking task status.

A user can create tasks and post them to the Tasks page. Each user can post personal tasks to their page. Instructors can post tasks to users participating in their courses, and administrators can post tasks to all users’ Tasks 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 a course.

You can create or edit tasks by accessing the Create Course Task page or Edit Course Task page. The fields on the Create Course Task page and Edit Course Task page are the same. The Create Course Task page opens with empty fields where as the Edit Course Task page opens with a task already populated.

1. On the Control Panel, expand the Course Tools section, and select Tasks.
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2. On the Tasks page, click Create Course Task on the Action Bar.

   -OR-

   To edit an existing task, click Edit from the contextual menu for a particular task.

3. On the Create Course Task page, type a Task Name.

4. Type a Description. You can use the Text Editor functions to format the text and include files, images, web links, multimedia, and Masups.

5. Type a Due Date, or use the Date Selection Calendar to select the date.
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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.

![Task Options Image]

7. Click Submit.

Having trouble following the instructions in this PDF? Contact the IT Service Center via Live Chat or by phone at 859-572-6911.