Task Tool

The Tasks tool is used to organize projects or activities (referred to as tasks) by defining task priority and tracking task status. Teachers need to add tasks to a course. Student and teachers manage their tasks using the My Tasks module.

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.

Accessing Tasks

You can access Tasks from the Tools link on the course menu and from the Control Panel. You can also add a customized link to the course menu.

Two Default Options

Access Tasks using the Tools link on the course menu. On the Tools page, select Tasks - OR -

Alternatively, in the Control Panel, expand the Course Tools section and select Tasks.
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.

Create or Edit a Course Task

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 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.
Delete a Course Task

1. On the Control Panel, expand the Course Tools section, and select Tasks.
2. On the Task page, select Delete from the contextual menu for the appropriate task. This action is final and cannot be undone.

View Task Progress

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 Task page, click a task title to access the View Task page. The View Task page displays all students' progress for that task.
Add a Tasks Link to the Course Menu

If you want students to access Tasks 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 to fit your needs.

1. Ensure Edit Mode is 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. Click the tool’s action link to access the contextual menu. You can rename, delete, or hide the link from students. For example, if you intend to use Tasks after week three, you can create all the tasks you need at the beginning of the term and hide the link until it is needed.