


Blackboard "How To's"

Tasks

The Tasks section organizes projects or activities (referred to as tasks) by defining task priority and tracking task status. Teachers can post tasks to users participating in their classes. Task information is arranged in columns that display the priority, task name, status, and due date.

To create a task:


Log into Blackboard and go to your class or school Blackboard course. Make sure **Edit Mode** is turned on. Edit mode is on if you see a green dot.

Edit Mode is:  ON

Under **Course Management**, select **Course Tools**. Then, select **Tasks**.

Course Management

▼ Control Panel

▶ Content Collection 

▼ Course Tools

Achievements

Announcements

Attendance

Blogs

Contacts

Course Calendar

Date Management

Discussion Board

Glossary

Goal Performance

Journals

Rubrics

SafeAssign

Send Email

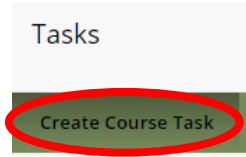
Tasks

Tests, Surveys, and Pools

Unenroll Tool

Wikis

Click **Create Tasks**.



Enter a name and description for the task.

A screenshot of the "TASK INFORMATION" section. It features a "Task Name" label followed by a text input field. Below this is a "Description" label followed by a rich text editor with various formatting options like bold, italic, underline, and text color.

Select a **Due Date**.

A screenshot of the "Due Date" field. It shows a star icon, the text "Due Date", a date input field containing "12/17/2018", and a calendar icon to the right. The entire date input area is circled with a red oval. Below the date field, there is a small instruction: "Enter dates as mm/dd/yyyy".

Set a priority level for the task.

A screenshot of the "TASK OPTIONS" section. It features a "Priority" label followed by a dropdown menu. The dropdown menu is currently set to "Low" and is circled with a red oval.

Click **Submit**. *The Task list is displayed on the **My CPSB** entry page as well as a **Class Module Page** if available.*

A screenshot showing two buttons at the bottom of the form: a grey "Cancel" button and an orange "Submit" button.