



## Create a Course Task

 [View the video tutorial](#)

The Tasks page organizes 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. Task information is arranged in columns that display the priority, task name, status, and due date.

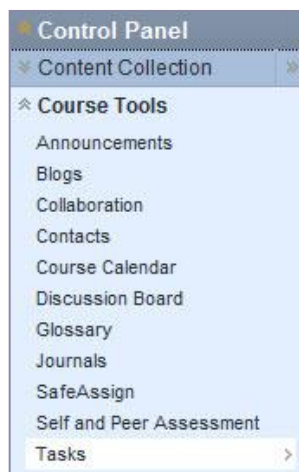
Step 1 Make sure **Edit Mode** is **ON**.



Step 2 Click to expand the **Control Panel** menu.

Click to expand the **Course Tools** menu.

Click **Tasks** in the **Course Tools** area of the **Control Panel**.



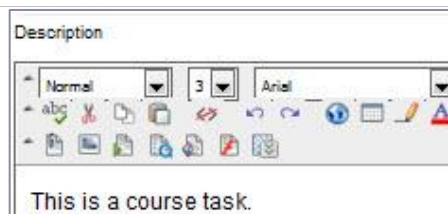
Step 3 Click **Create Course Task** from the **Tasks** page.



Step 4 In the **Task Information** area, enter the **Task Name**.



Step 5 Enter a **Description**.



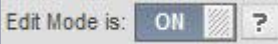

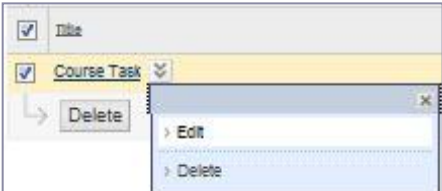


Step 6 Enter a **Due Date** or click the icon to select a date from the calendar interface.



Step 7	Select a <b>Priority</b> .	
Step 8	Click <b>Submit</b> .	

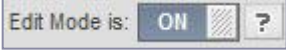

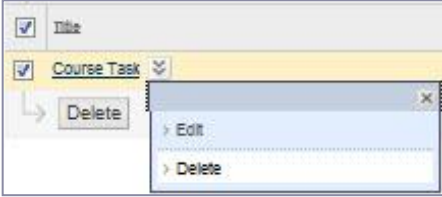
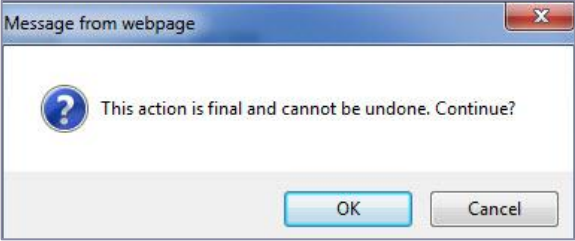


## Edit a Course Task

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	<p>Click to expand the <b>Control Panel</b> menu.</p> <p>Click to expand the <b>Course Tools</b> menu.</p> <p>Click <b>Tasks</b> in the <b>Course Tools</b> area of the <b>Control Panel</b>.</p>	
Step 3	Select <b>Edit</b> from the contextual menu for the appropriate task.	
Step 4	Edit the task information.	
Step 5	Click <b>Submit</b> .	



## Delete a Course Task

Step 1	Make sure <b>Edit Mode</b> is <b>ON</b> .	
Step 2	<p>Click to expand the <b>Control Panel</b> menu.</p> <p>Click to expand the <b>Course Tools</b> menu.</p> <p>Click <b>Tasks</b> in the <b>Course Tools</b> area of the <b>Control Panel</b>.</p>	
Step 3	Select <b>Delete</b> from the contextual menu for the appropriate task.	
Step 4	Click OK to confirm.	



Notes: The delete action is irreversible.