How to Use the Tasks Tool

The Tasks tool allows instructors to assign tasks with priority levels and due dates to individual students or groups of students and track their progress. The Tasks tool is not tied to any assessments, but is meant more as a project-management tool.

Creating a Tasks Tool Link Button

1. To add and edit content in your course you must first have EDIT MODE turned on. You can click the Edit Mode button to toggle the course’s Edit Mode on and off.

2. Roll your mouse over the plus-sign button above the course navigation and select CREATE TOOL LINK from the pop-up menu.

3. The Add Tool Link box will appear. Give your tool a logical name and then, from the type drop-down box, select the TASKS tool.

   To make the Tasks tool available to students, so that they may view tasks and indicate their status, check the AVAILABLE TO USERS checkbox.

   When you are done, CLICK SUBMIT.

4. A Tasks tool button will now appear in the course navigation. Clicking the button will take users to the Tasks area.
To Create a Task

1. Click the **TASKS TOOL LINK** button in your course menu to get to the **TASKS** page.

2. At first, the Tasks page will be empty. To add a new Task, click the **CREATE COURSE TASK** button.

3. On the **CREATE COURSE TASK** page, fill in the name, description, and due date under **TASK INFORMATION**.

4. Scroll down to **TASK OPTIONS** and indicate a priority level for the task to direct student performance. Low and High priority tasks will be marked with an icon to indicate their priority level.
5. Click **SUBMIT** to post the task. The task will be added to your Task Page and display the level of priority and due date of the task, as well as indicate a summary the number of students who have yet to complete the task, number of students working on the task, and number of students who have completed the task.

![Tasks Table]

### How Students Can Mark a Task’s Progress

This is how students can indicate their progress on a particular task.

1. When the student rolls his mouse over a task in the list, a gray arrow button 🔄 will appear next to the task’s title.

2. The student clicks the gray arrow button and selects the task status label to apply to his task.

3. The page will refresh and the task status label will be applied to the task.

### How Students Can View a Task’s Description

Students may view a task’s description by clicking the task’s title.

![Click to view description]
How Instructors Can View a Task’s Details and Completion Status Per Student

1. Click on the title of a task that you want to view.

<table>
<thead>
<tr>
<th>Title</th>
<th>Priority</th>
<th>Due Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find 3 Research Articles</td>
<td></td>
<td>Tuesday, December 18, 2012</td>
<td></td>
</tr>
<tr>
<td>Choose a Research Method</td>
<td></td>
<td>Thursday, November 1, 2012</td>
<td></td>
</tr>
<tr>
<td>Brainstorm a Research Question</td>
<td></td>
<td>Monday, November 12, 2012</td>
<td></td>
</tr>
</tbody>
</table>

2. The VIEW TASK page will open and display the task’s name, description, due date, priority level, and the task status of each student.

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**View Task**

1. **Task Information**
   - **Task Name**: Find 3 Research Articles
   - **Description**: Go to the INFO library and print three recent research articles pertaining to one of the following aspects of your research question: “What causes some children to be bullies?”
     - Gender
     - Age
     - Relationships/Family Dynamics
     - Socio-economic status
     - Mental health or disability
     - Media influence
     - Peer pressure
   - **Due Date**: Tuesday, December 18, 2012
   - **Priority**: High

2. **Task Status**
   - Annie Asterisk: In Progress
   - Brett Brakel: Not Started
   - Collin Colon: In Progress