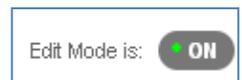


How to Use the Tasks Tool

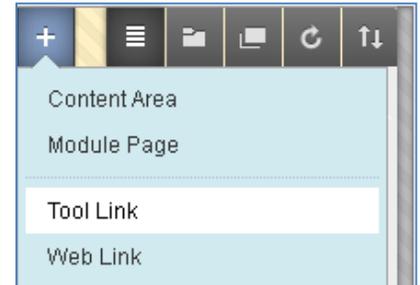
The Tasks tool allows instructors to assign tasks with priority levels and due dates to individual students or groups of students and track their progress. The Tasks tool is not tied to any assessments, but is meant more as a *project-management* tool.

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.



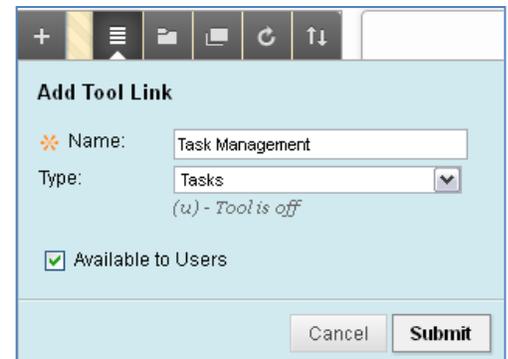
2. Roll your mouse over the  plus-sign button above the course navigation and select **CREATE TOOL LINK** from the pop-up menu.



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**.

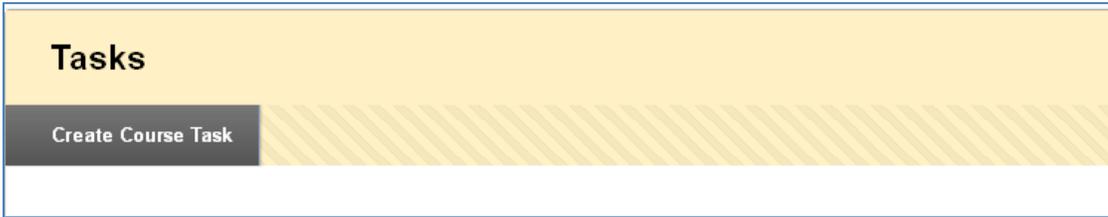


4. A Tasks tool button will now appear in the course navigation. Clicking the button will take users to the Tasks area



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**.

** Indicates a required field.*

Cancel Submit

1. Task Information

** Task Name* Find 3 Research Articles **Add a NAME**

Description

Text Editor is: **ON**

Go to the MATC library and print three recent research articles p... our research question: "What causes some children to be bullies?" **Add a DESCRIPTION**

- Gender
- Age

Path: [body](#)

Save as Reusable Object

** Due Date* 12/18/2012 **Add a DUE DATE**

Enter dates as mm/dd/yyyy

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.

2. Task Options

** Priority* High

High 
Low 
Normal – blank space

- 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						
Create Course Task						
	Delete					
<input type="checkbox"/>	Title	Priority	Due Date	Not Started	In Progress	Completed
<input type="checkbox"/>	Find 3 Research Articles		Tuesday, December 18, 2012	4	2	0
<input type="checkbox"/>	Choose a Research Method		Thursday, November 1, 2012	5	0	1
<input type="checkbox"/>	Brainstorm a Research Question		Monday, November 12, 2012	5	0	1

How Students Can Mark a Task's Progress

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

- When the student rolls his mouse over a task in the list, a gray arrow button will appear next to the task's title.
- The student clicks the gray arrow button and selects the task status label to apply to his task.

<input type="checkbox"/>	Title	Priority	Due Date	Task Status
<input checked="" type="checkbox"/>	Find 3 Research Articles		Tuesday, December 18, 2012	Not Started
<input type="checkbox"/>	Choose a Research Method		Thursday, November 1, 2012	Not Started
<input type="checkbox"/>	Brainstorm a Research Question		Monday, November 12, 2012	Completed

Set Not Started

Set In Progress

Set Completed

- 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.

<input type="checkbox"/>	Title	Priority	Due Date	Not Started	In Progress	Completed
<input type="checkbox"/>	Find 3 Research Articles		Tuesday, December 18, 2012	4	2	0

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.

<input type="checkbox"/>	Title	Priority	Due Date	Not Started
<input type="checkbox"/>	Find 3 Research Articles	!	Tuesday, December 18, 2012	4
<input type="checkbox"/>	Choose a Research Method		Thursday, November 1, 2012	5
<input type="checkbox"/>	Brainstorm a Research Question	↓	Monday, November 12, 2012	5

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.

View Task

OK

1. Task Information

Task Name	Find 3 Research Articles
Description	Go to the MATC library and print three recent research articles pertaining to one of the following aspects of our 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 Bracket	Not Started
Collin Colon	In Progress