

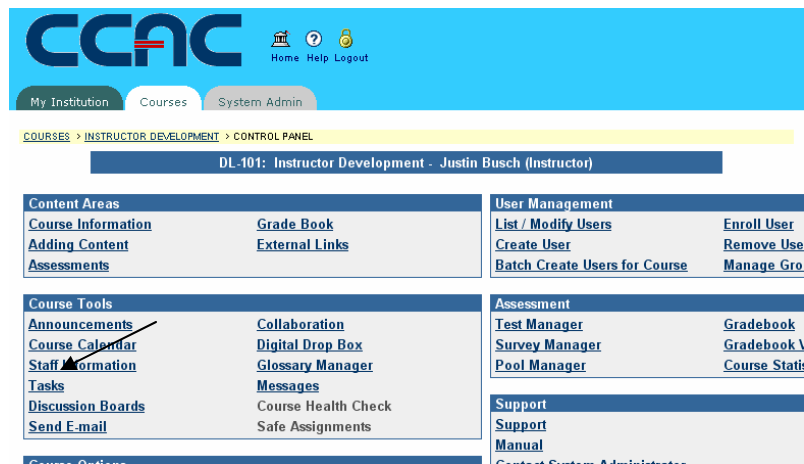
Creating Tasks in Blackboard

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To create tasks in Blackboard, you must first access the Control Panel of the course site. The link to the Control Panel is located under the navigational buttons of a course site and is only available to users with instructor status in that course site.

In the Course Tools module of the Control Panel will be tools for use in the course. Click on the Tasks link to begin.

1. Click on **Control Panel**
2. Click on **Tasks** in the *Course Tools* module



3. Click the **Add Task** to create a new task
(It is also possible to Modify and remove existing tasks)



4. Under *Task Information*, type in the **Name** of the group
5. The **Description** text box is optional
6. Select a **Due Date** using the drop-down menus or clicking the calendar icon

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My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > TASKS > ADD TASK

Add Task

1 Task Information

Task Title:

Description:

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Due Date: Sep 28 2005

7. Under *Task Options* set the **Priority** of the task to Low, Normal or High
8. Click **Submit** to create the Task

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Smart Text Plain Text HTML \sqrt{x} \leftrightarrow ms Preview

Due Date: Sep 28 2005

2 Task Options

Priority: Normal

3 Submit

Click "Submit" to finish or click "Cancel" to abort.

Cancel Submit

9. The Tasks can be sorted according to *Priority, Subject, or Due Date* by clicking the appropriate column header
10. Existing Tasks can be *Modified or Removed* by clicking the appropriate button to the right of the task

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My Institution Courses System Admin

COURSES > INSTRUCTOR DEVELOPMENT > CONTROL PANEL > TASKS

Tasks

Add Task

▲ - High Priority ▼ - Low Priority

PRIORITY	SUBJECT	DUE DATE	
▲	Read the Syllabus	Sep 28, 2005	Modify Remove

OK