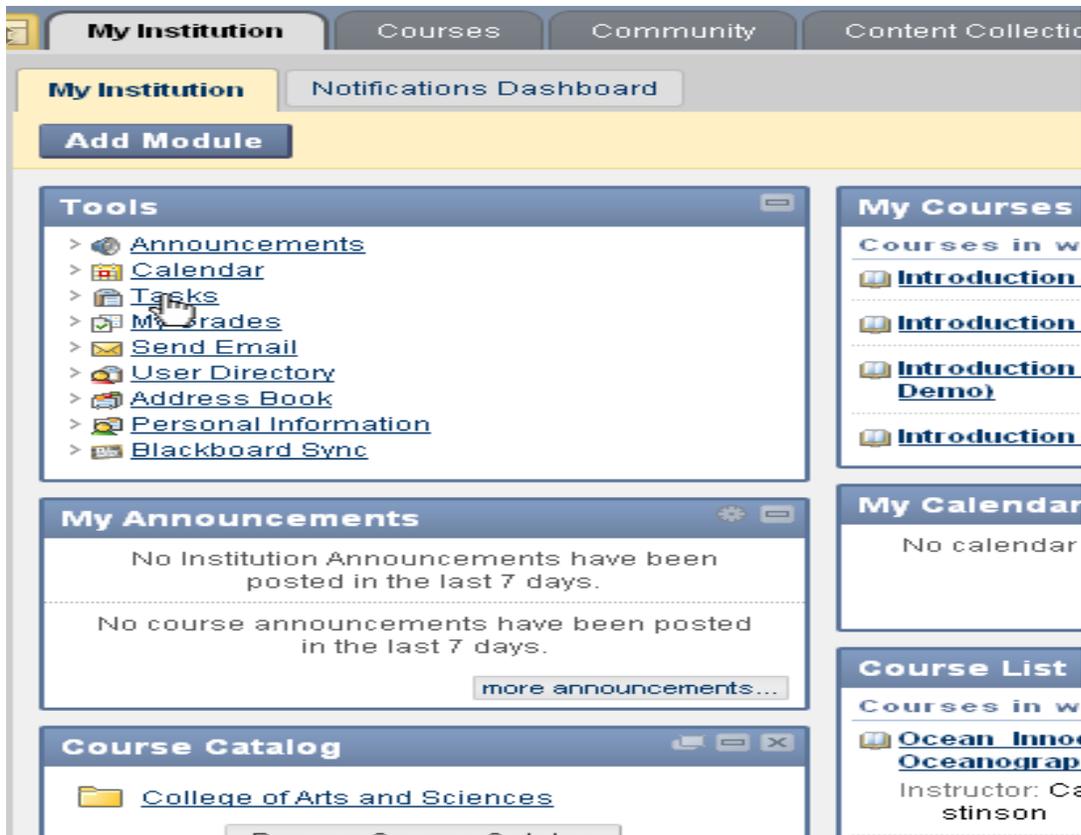




**DARE TO DO MORE**

## Stay Organized by Managing Your Course and Personal Tasks

Step 1 – To begin Click on Tasks



**LaGuardia Community College**

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**Created by ISMD's Dept. Training Team.**

Step 2 – Course Tasks are created by your instructor and their courses.

The screenshot shows the 'Tasks' interface with a 'Create Personal Task' button and a 'Display Tasks' dropdown set to 'All Tasks'. Below are controls for 'Delete' and 'Status'. A table lists tasks with columns for Title, Priority, Due Date, Task Status, and Type. The first row is highlighted with a red box.

<input type="checkbox"/>	Title	Priority	Due Date	Task Status	Type
<input type="checkbox"/>	<a href="#">Submission of reports</a>	!	Saturday, August 28, 2010	In Progress	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Group collaboration</a>		Thursday, July 1, 2010	Completed	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a>		Wednesday, September 1, 2010	Not Started	Course: Introduction to Oceanography

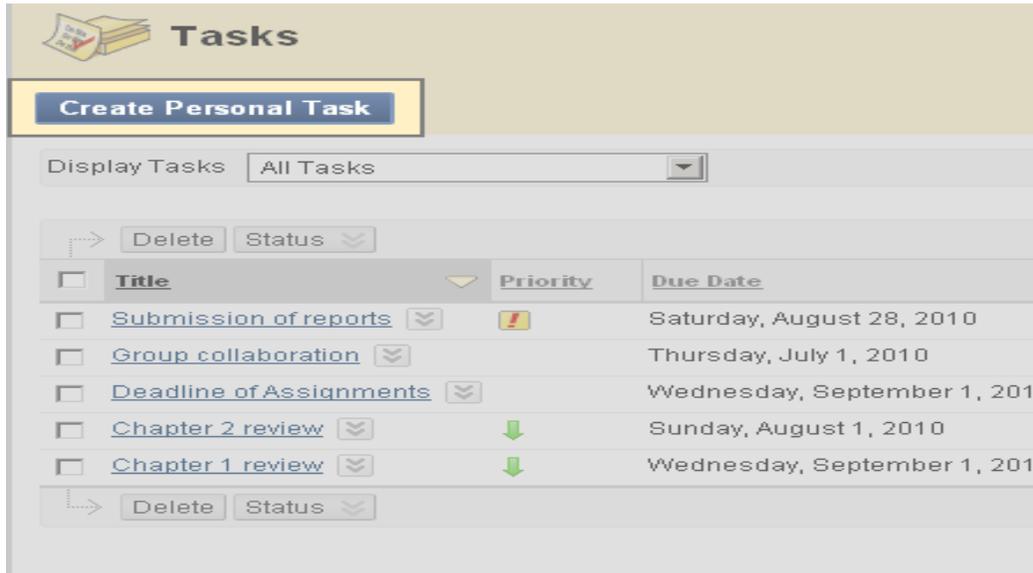
Step 3 – Personal Tasks are tasks that you create in your tasks page and you control all settings for them.

The screenshot shows the 'Tasks' interface with a 'Create Personal Task' button and a 'Display Tasks' dropdown set to 'All Tasks'. Below are controls for 'Delete' and 'Status'. A table lists tasks with columns for Title, Priority, Due Date, Task Status, and Type. The 'Chapter 2 review' task is highlighted with a red box.

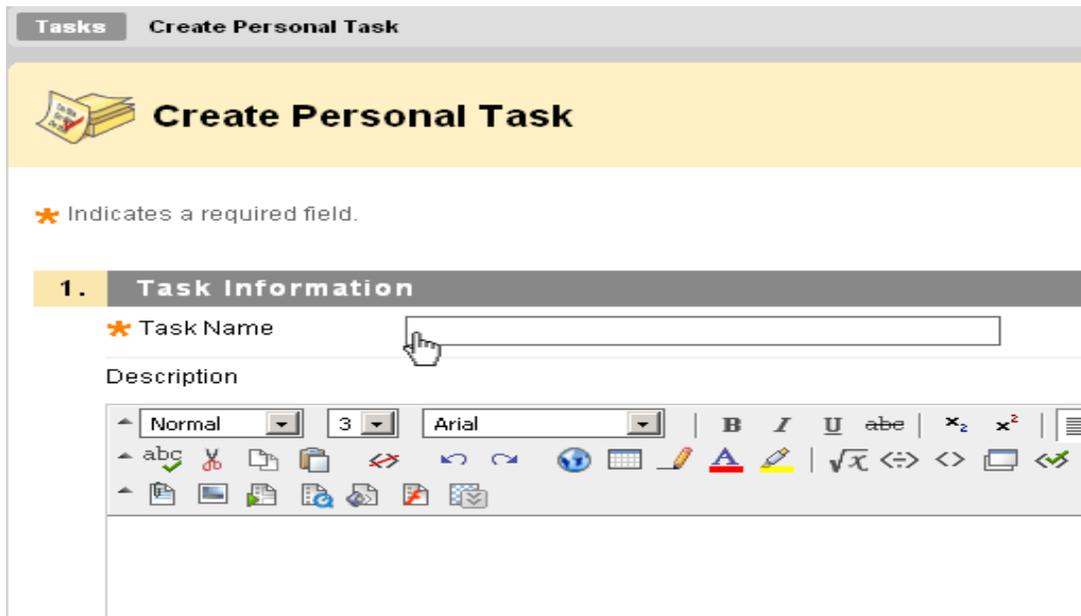
<input type="checkbox"/>	Title	Priority	Due Date	Task Status	Type
<input type="checkbox"/>	<a href="#">Submission of reports</a>	!	Saturday, August 28, 2010	In Progress	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Group collaboration</a>		Thursday, July 1, 2010	Completed	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a>		Wednesday, September 1, 2010	Not Started	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Chapter 2 review</a>	↓	Sunday, August 1, 2010	Completed	Personal
<input type="checkbox"/>	<a href="#">Chapter 1 review</a>	↓	Wednesday, September 1, 2010	Not Started	Personal

Displaying 1 to 5 of 5 items | Show All | Edit Paging...

#### Step 4 – Click on Create Personal Task



#### Step 5 – Enter the Task Name



Step 6 – The Task Name should look like the picture shown below.

The screenshot shows a web interface for creating a task. At the top, there is a header with 'Tasks' and 'Create Personal Task'. Below this is a yellow banner with a book icon and the text 'Create Personal Task'. A note indicates that an asterisk (\*) denotes a required field. The main section is titled '1. Task Information'. Under this heading, the 'Task Name' field is marked with an asterisk and contains the text 'Chapter 3 Review'. Below the task name is a 'Description' field with a rich text editor toolbar. The toolbar includes options for text color, font size (set to 3), font face (set to Arial), bold, italic, underline, and text background color. There are also icons for text alignment, bulleted list, numbered list, link, unlink, insert table, insert image, and insert video.

Step 7 – Set the due Date

The screenshot shows the '2. Task Options' section of the form. It includes a 'Path' field with the value 'body' and a 'Save as Reusable Object' checkbox which is currently unchecked. Below this is the 'Due Date' field, marked with an asterisk, which is set to '08/23/2010'. A mouse cursor is pointing at the date field, and a calendar icon is visible to its right. At the bottom of this section is the 'Priority' field, also marked with an asterisk, which is a dropdown menu currently set to 'Low'.

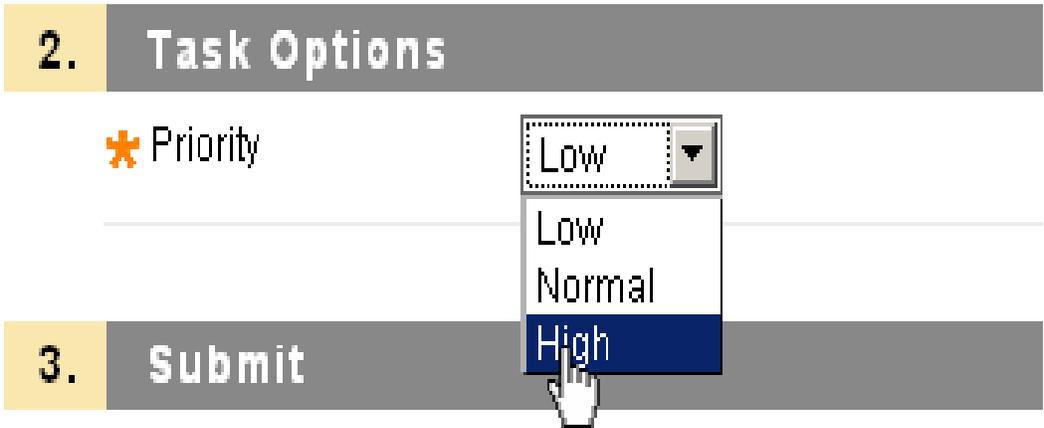
Step 8 – Set the Priority

**2. Task Options**

\* Priority

**3. Submit**

Low  
Normal  
High



Step 9 – Click Submit

Save as reusable object

\* Due Date  

**2. Task Options**

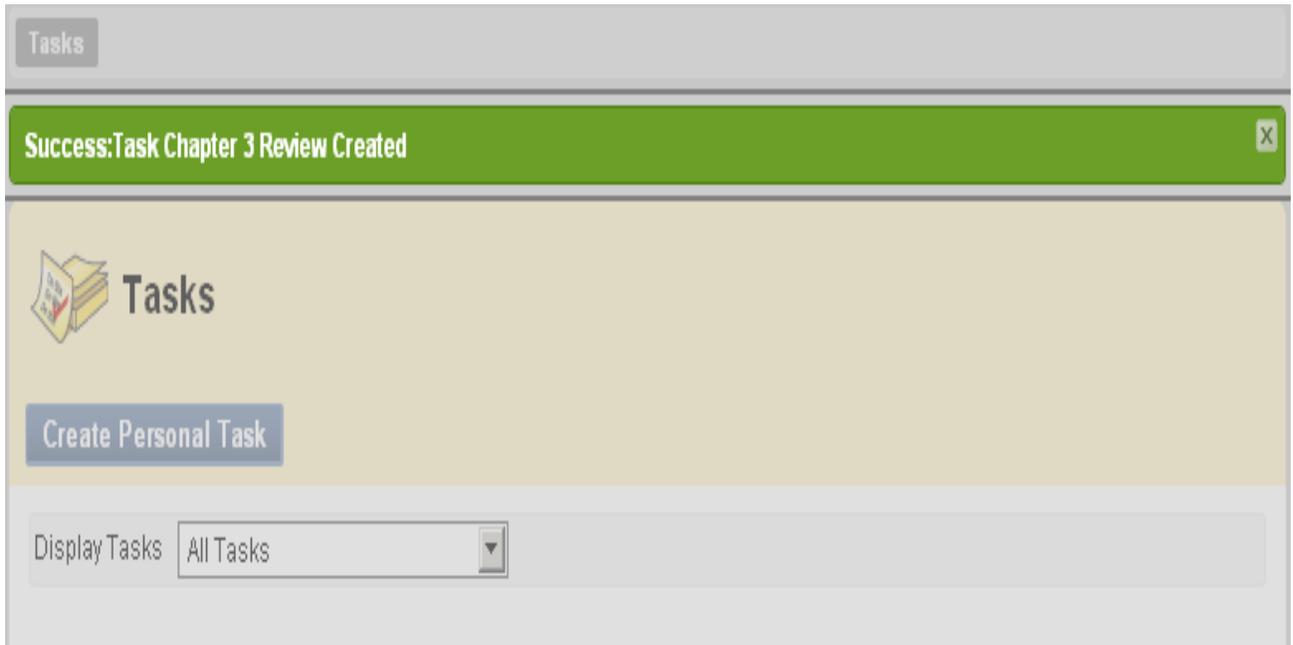
\* Priority

**3. Submit**

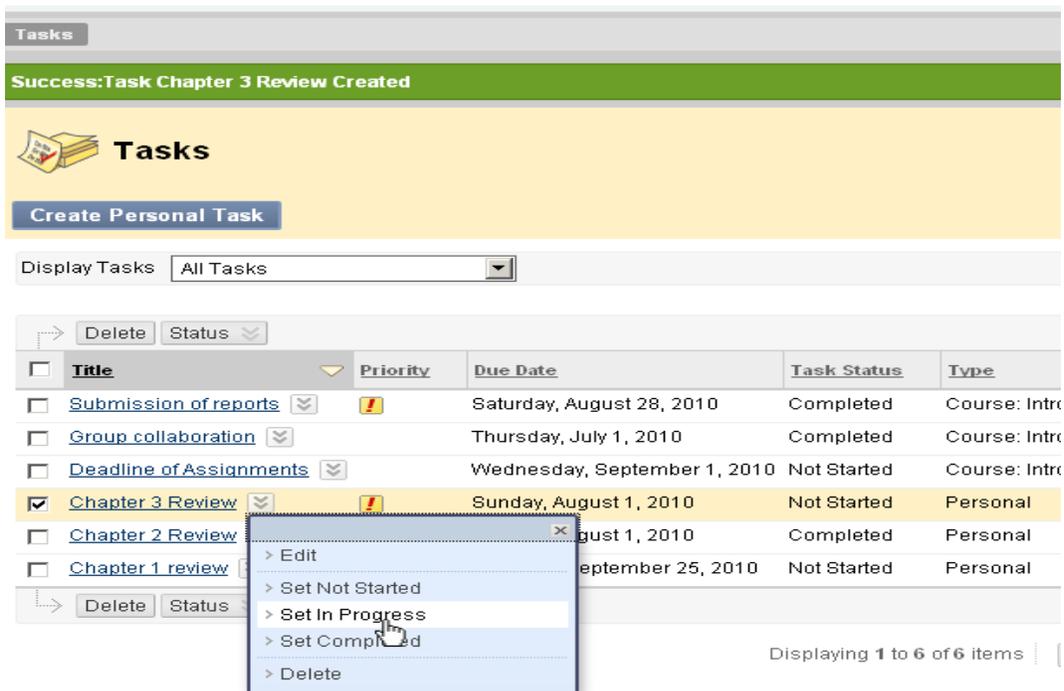
Cancel



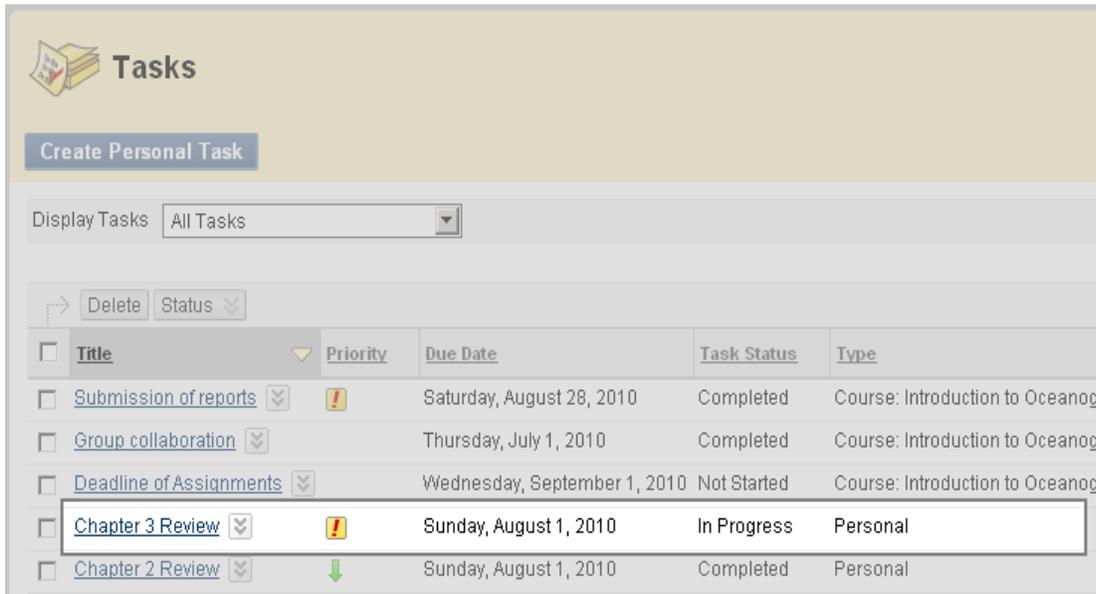
Step 10 – A Green notification appears at the top of the page. This will indicate the Task is successfully created.



Step 11 – You can manage Task to stay on track by setting their Priority and changing their status.



Step 12 – Once you changed the Priority Status, this is how it will look as shown the picture below.



**Tasks**

Create Personal Task

Display Tasks: All Tasks

→ Delete Status ▾

<input type="checkbox"/>	Title	Priority	Due Date	Task Status	Type
<input type="checkbox"/>	<a href="#">Submission of reports</a> ▾	!	Saturday, August 28, 2010	Completed	Course: Introduction to Oceanog
<input type="checkbox"/>	<a href="#">Group collaboration</a> ▾		Thursday, July 1, 2010	Completed	Course: Introduction to Oceanog
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a> ▾		Wednesday, September 1, 2010	Not Started	Course: Introduction to Oceanog
<input type="checkbox"/>	<a href="#">Chapter 3 Review</a> ▾	!	Sunday, August 1, 2010	In Progress	Personal
<input type="checkbox"/>	<a href="#">Chapter 2 Review</a> ▾	↓	Sunday, August 1, 2010	Completed	Personal

Step 13 – To help organize your tasks list you can sort any of the columns by clicking the column titles.



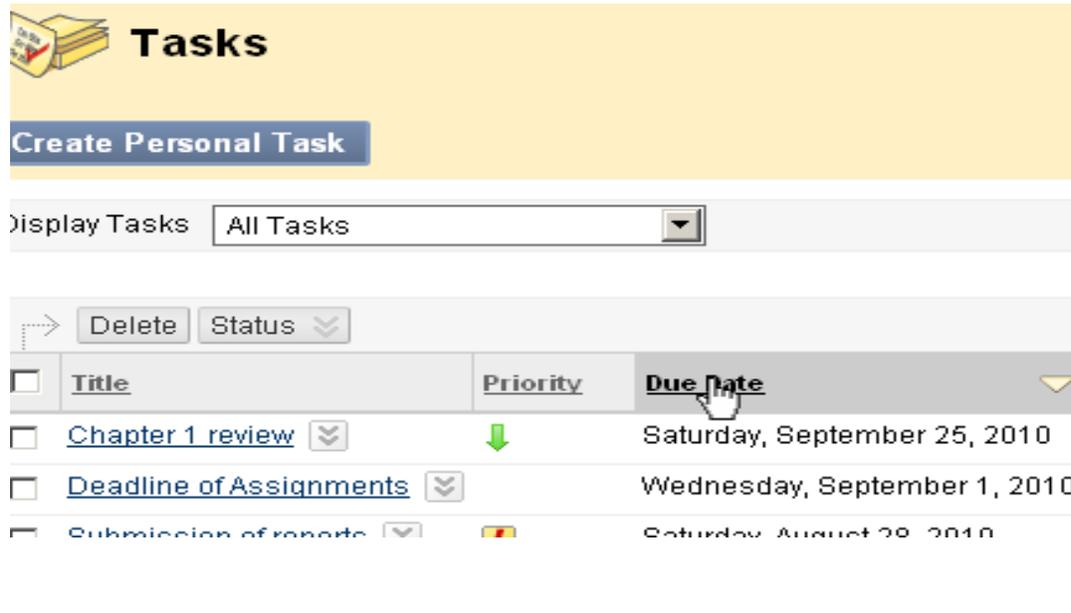
→ Delete Status ▾

<input type="checkbox"/>	Title	Priority	Due Date	Task Status	Type
<input type="checkbox"/>	<a href="#">Submission of reports</a> ▾	!	Saturday, August 28, 2010	Completed	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Group collaboration</a> ▾		Thursday, July 1, 2010	Completed	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a> ▾		Wednesday, September 1, 2010	Not Started	Course: Introduction to Oceanography
<input type="checkbox"/>	<a href="#">Chapter 3 Review</a> ▾	!	Sunday, August 1, 2010	In Progress	Personal
<input type="checkbox"/>	<a href="#">Chapter 2 Review</a> ▾	↓	Sunday, August 1, 2010	Completed	Personal
<input type="checkbox"/>	<a href="#">Chapter 1 review</a> ▾	↓	Saturday, September 25, 2010	Not Started	Personal

→ Delete Status ▾

Displaying 1 to 6 of 6 items | Show All Edit Paging...

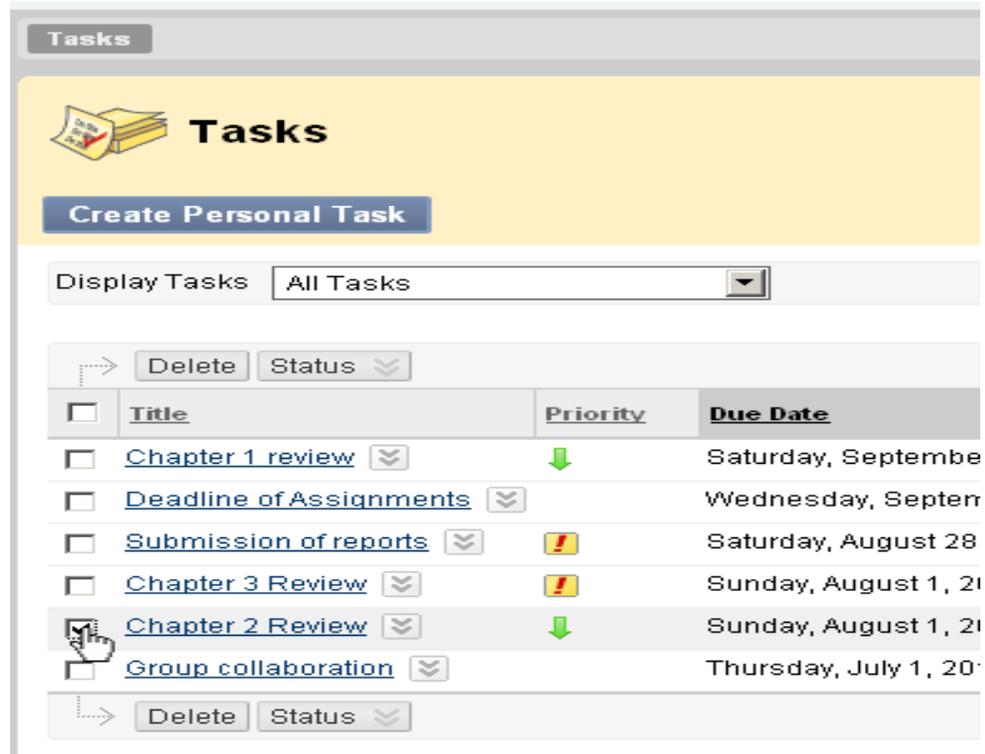
Step 14 – Click Due Date to sort the Tasks.



The screenshot shows the 'Tasks' interface with a yellow header. Below the header is a 'Create Personal Task' button. A 'Display Tasks' dropdown menu is set to 'All Tasks'. Below this are 'Delete' and 'Status' buttons. A table lists tasks with columns for 'Title', 'Priority', and 'Due Date'. The 'Due Date' column is highlighted, and a mouse cursor is clicking on it. The table contains three rows of task data.

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	<a href="#">Chapter 1 review</a>	↓	Saturday, September 25, 2010
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a>		Wednesday, September 1, 2010
<input type="checkbox"/>	<a href="#">Submission of reports</a>	🚨	Saturday, August 28, 2010

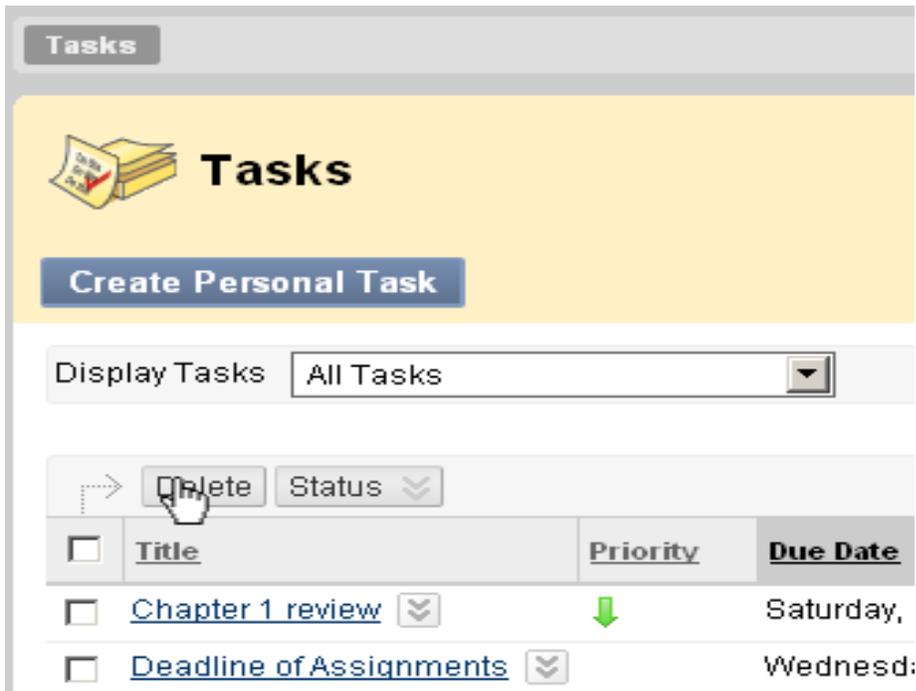
Step 15 – To delete Tasks, Click as shown the picture below.



The screenshot shows the 'Tasks' interface with a grey header. Below the header is a 'Create Personal Task' button. A 'Display Tasks' dropdown menu is set to 'All Tasks'. Below this are 'Delete' and 'Status' buttons. A table lists tasks with columns for 'Title', 'Priority', and 'Due Date'. The 'Delete' checkbox for the 'Chapter 2 Review' task is checked, and a mouse cursor is clicking on it. The table contains six rows of task data.

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	<a href="#">Chapter 1 review</a>	↓	Saturday, September 25, 2010
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a>		Wednesday, September 1, 2010
<input type="checkbox"/>	<a href="#">Submission of reports</a>	🚨	Saturday, August 28, 2010
<input type="checkbox"/>	<a href="#">Chapter 3 Review</a>	🚨	Sunday, August 1, 2010
<input checked="" type="checkbox"/>	<a href="#">Chapter 2 Review</a>	↓	Sunday, August 1, 2010
<input type="checkbox"/>	<a href="#">Group collaboration</a>		Thursday, July 1, 2010

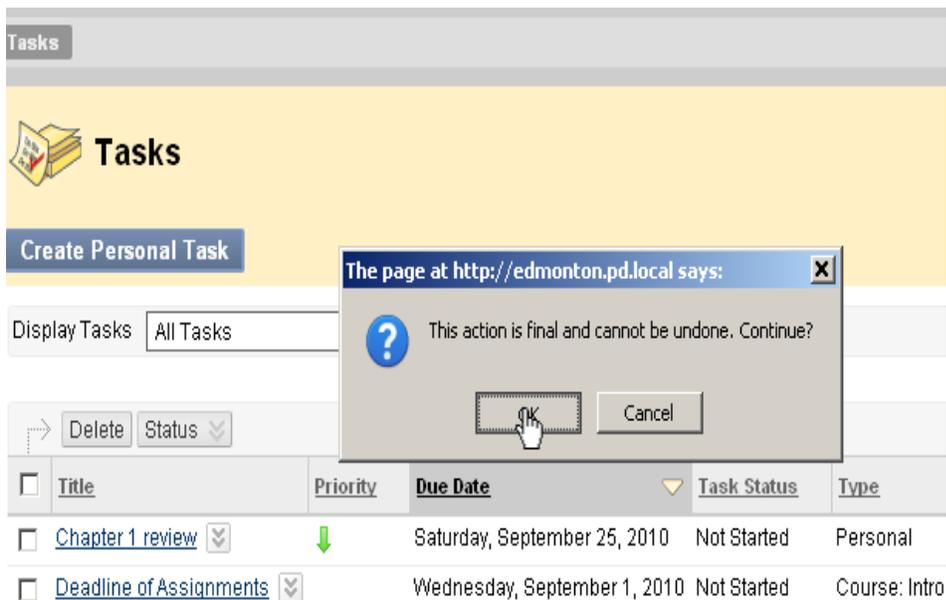
Step 16 – Then Click Delete



The screenshot shows a web interface titled 'Tasks'. At the top, there is a 'Tasks' tab and a 'Create Personal Task' button. Below this is a 'Display Tasks' dropdown menu set to 'All Tasks'. A 'Delete' button is highlighted with a mouse cursor. Below the button is a table of tasks:

<input type="checkbox"/>	Title	Priority	Due Date
<input type="checkbox"/>	<a href="#">Chapter 1 review</a> ▾	↓	Saturday,
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a> ▾		Wednesd:

Step 17 – Click OK



The screenshot shows the same 'Tasks' web interface as in Step 16, but with a confirmation dialog box overlaid. The dialog box has a title bar that reads 'The page at http://edmonton.pd.local says:' and contains a question mark icon and the text 'This action is final and cannot be undone. Continue?'. There are 'OK' and 'Cancel' buttons. The 'OK' button is being clicked by a mouse cursor. The table of tasks is partially visible behind the dialog box:

<input type="checkbox"/>	Title	Priority	Due Date	Task Status	Type
<input type="checkbox"/>	<a href="#">Chapter 1 review</a> ▾	↓	Saturday, September 25, 2010	Not Started	Personal
<input type="checkbox"/>	<a href="#">Deadline of Assignments</a> ▾		Wednesday, September 1, 2010	Not Started	Course: Intro

Step 18 – You have completed how to Organize by Managing your Course and Personal Tasks.