Stay Organized by Managing Your Course and Personal Tasks

Step 1 – To begin Click on Tasks
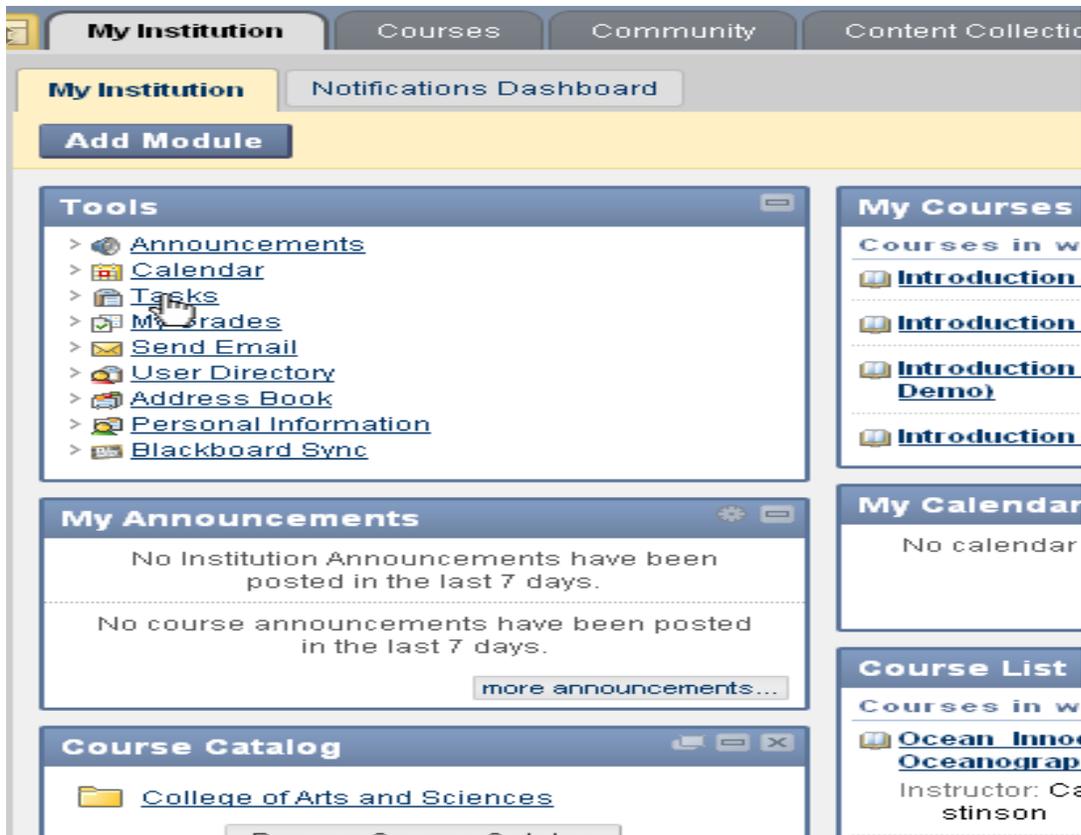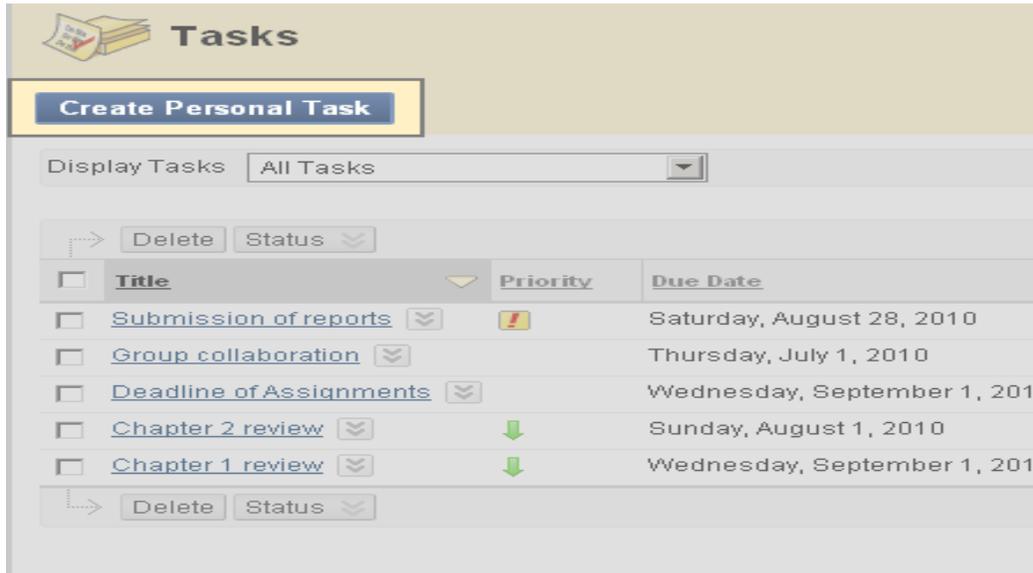
Step 2 – Course Tasks are created by your instructor and their courses.

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

Step 4 – Click on Create Personal Task

Tasks

Create Personal Task

Display Tasks | All Tasks

| Delete | Status |

	Title	Priority	Due Date
	Submission of reports	!	Saturday, August 28, 2010
	Group collaboration		Thursday, July 1, 2010
	Deadline of Assignments		Wednesday, September 1, 201
	Chapter 2 review	⬇	Sunday, August 1, 2010
	Chapter 1 review	⬇	Wednesday, September 1, 201

| Delete | Status |

Step 5 – Enter the Task Name

Tasks **Create Personal Task**

Create Personal Task

★ Indicates a required field.

1. Task Information

★ Task Name

Description

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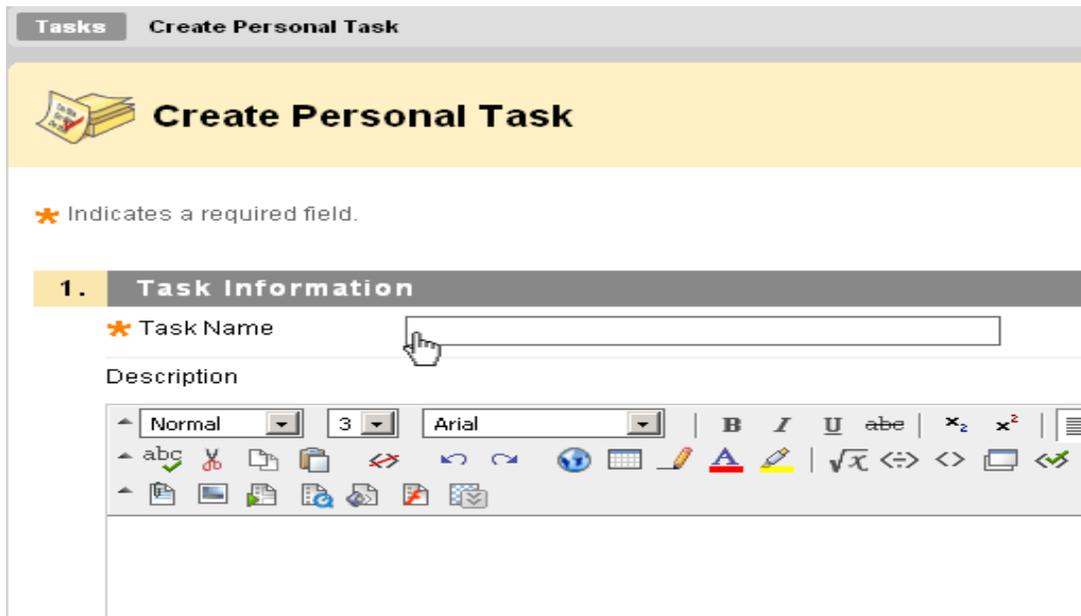
Step 6 – The Task Name should look like the picture shown below.
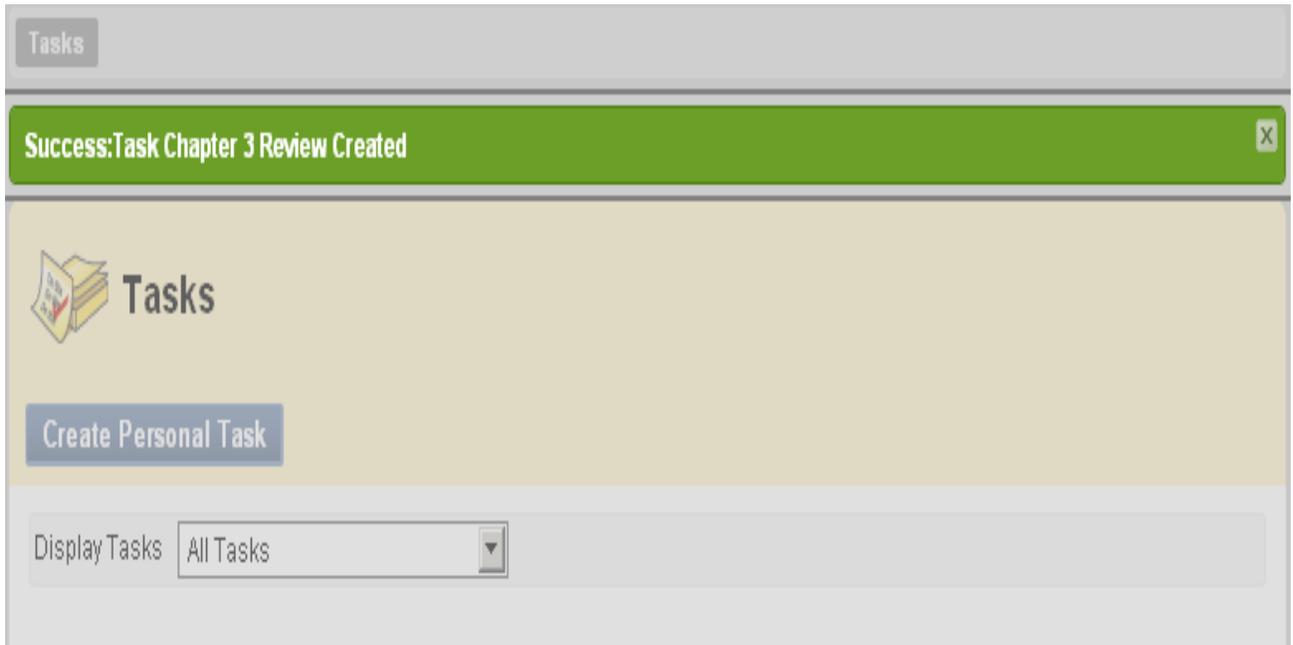

Step 7 – Set the due Date
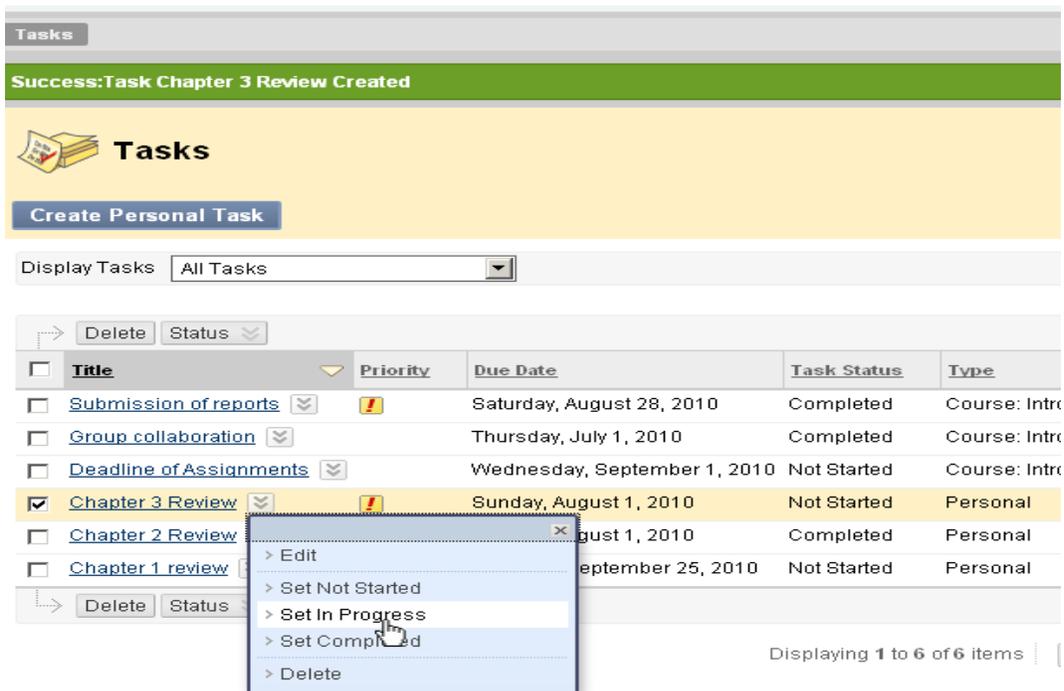
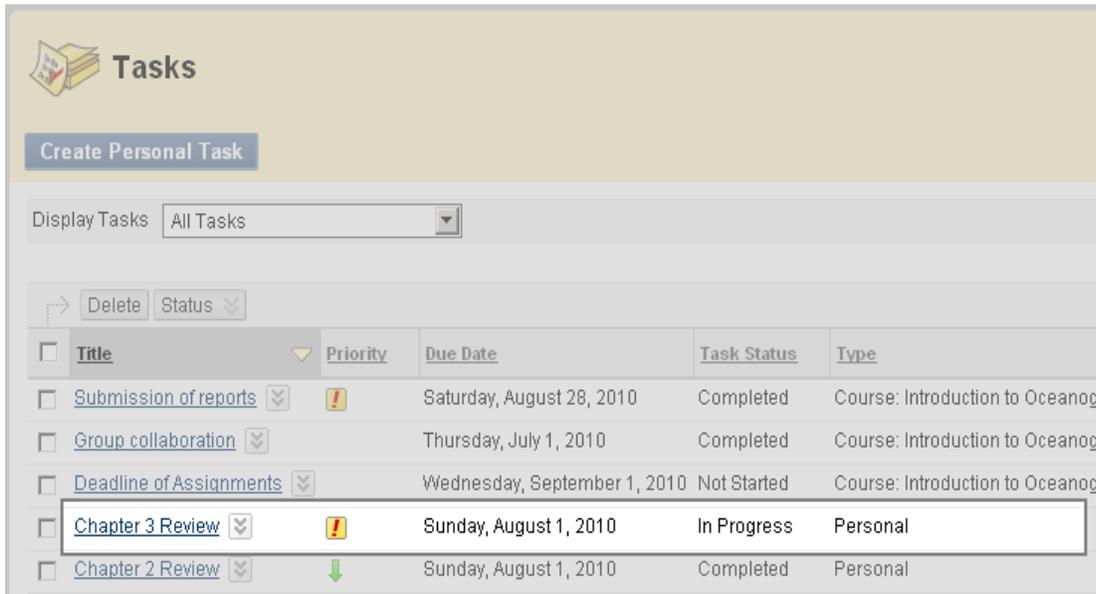Step 8 – Set the Priority

Step 9 – Click Submit

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.

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

Step 14 – Click Due Date to sort the Tasks.

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

Step 16 – Then Click Delete

Step 17 – Click OK

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