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

Step 5 – Enter the Task Name

* Indicates a required field.
Step 6 – The Task Name should look like the picture shown below.

![Create Personal Task]

* Indicates a required field.

1. **Task Information**
   - **Task Name**: Chapter 3 Review
   - **Description**

Step 7 – Set the due Date

- **Path**: body
- **Save as Reusable Object**
- **Due Date**: 08/23/2010

2. **Task Options**
   - **Priority**: Low
Step 8 – Set the Priority

Step 9 – Click Submit

2. Task Options
   * Priority
     - High

3. 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 in the picture below.

![Tasks]

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

![Tasks]
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.