

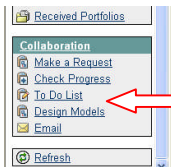
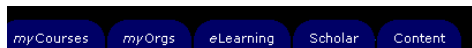
Blackboard Faculty FAQs

Question: How do I access a workflow?

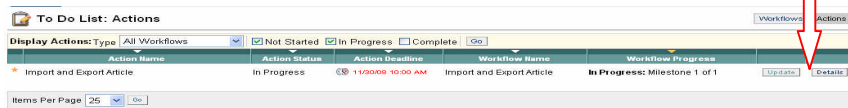
Answer: The To Do List feature allows you to view and complete **workflow actions you have been assigned**. You can also **view a list of workflows in which you are participating**.

1. Log in to your Blackboard account.

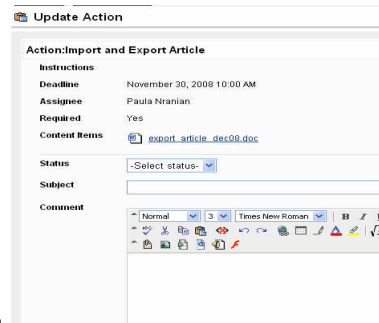
2. Select the Content tab.



3. Select **To Do List** from the **folder view column**.



4. Select the **Update** button.



5. Modify the action status and type in comments within the text area.

6. Click **Submit** when finished.

For Further Support Please Contact

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