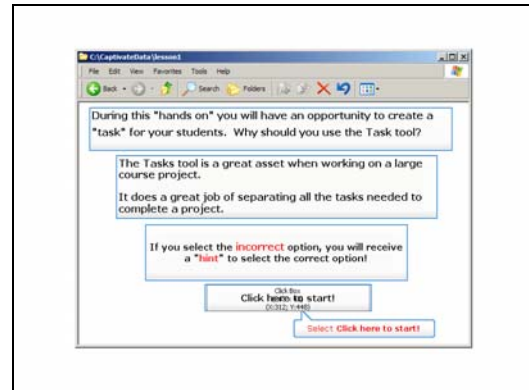




Slide 1  
 Slide notes:  
 Text Captions: Blackboard's Task Tool



Slide 2  
 Slide notes:  
 Text Captions: Select Click here to start!  
 During this "hands on" you will have an opportunity to create a "task" for your students. Why should you use the Task tool?

The Tasks tool is a great asset when working on a large course project.

It does a great job of separating all the tasks needed to complete a project.

Click here to start!

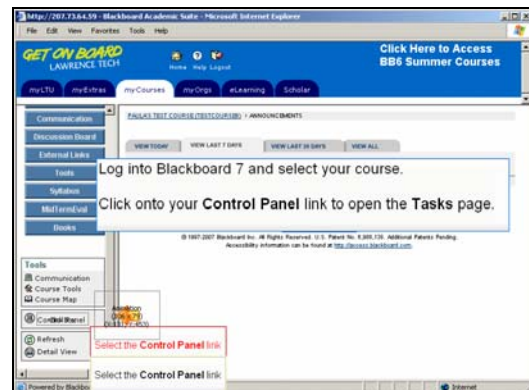


Slide 3  
 Slide notes:  
 Text Captions: Overview

The Tasks page organizes projects or activities (referred to as tasks) by defining task priority and tracking task status.

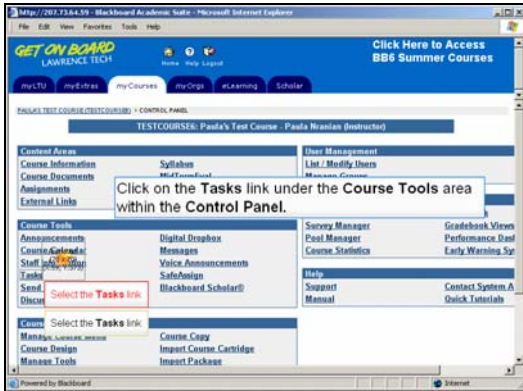
Instructors can post tasks to users participating in their courses.

Task information is arranged in columns that display the priority, task name, status, and due date.

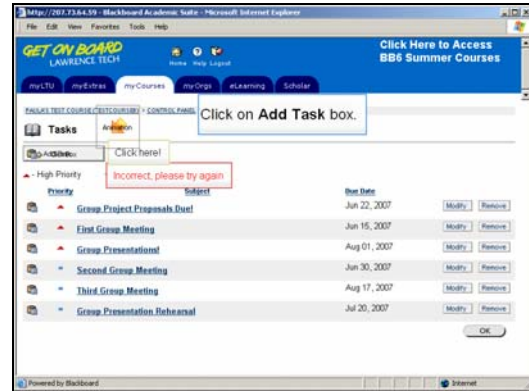


Slide 4  
 Slide notes:  
 Text Captions: Select the Control Panel link  
 Select the Control Panel link  
 Log into Blackboard 7 and select your course.

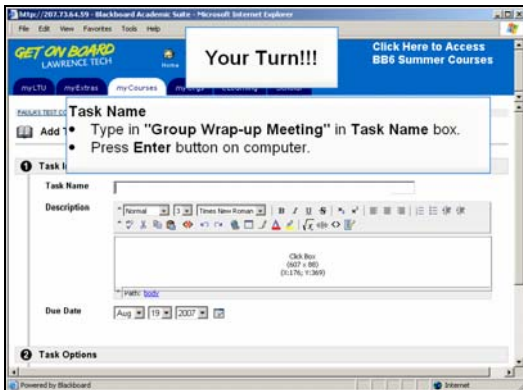
Click onto your Control Panel link to open the Tasks page.



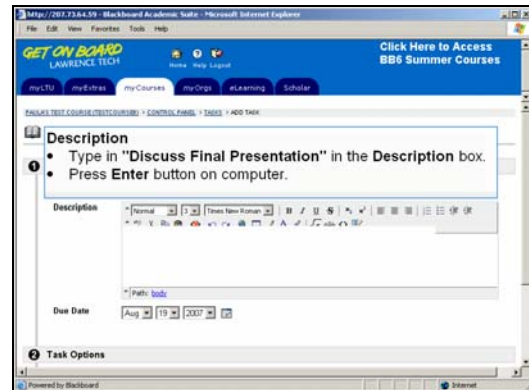
Slide 5  
 Slide notes:  
 Text Captions: Select the Tasks link  
 Select the Tasks link  
 Click on the Tasks link under the Course Tools area within the Control Panel.



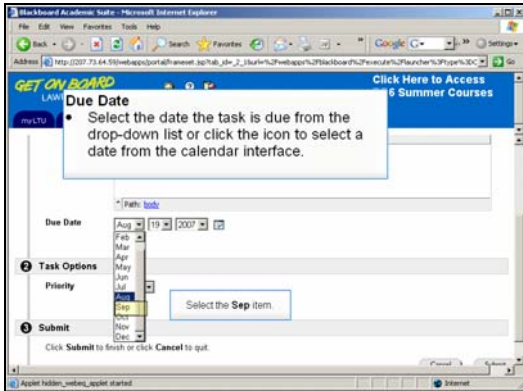
Slide 6  
 Slide notes:  
 Text Captions: Incorrect, please try again  
 Click here!  
 Click on Add Task box.



Slide 7  
 Slide notes:  
 Text Captions: Your Turn!!!  
 Task Name  
 Type in "Group Wrap-up Meeting" in Task Name box.  
 Press Enter button on computer.



Slide 8  
 Slide notes:  
 Text Captions: Description  
 Type in "Discuss Final Presentation" in the Description box.  
 Press Enter button on computer.



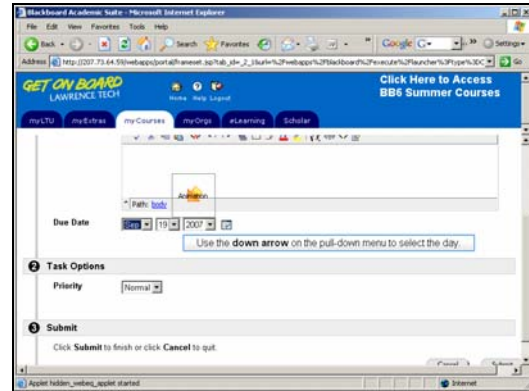
Slide 9

Slide notes:

Text Captions: Due Date

Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.

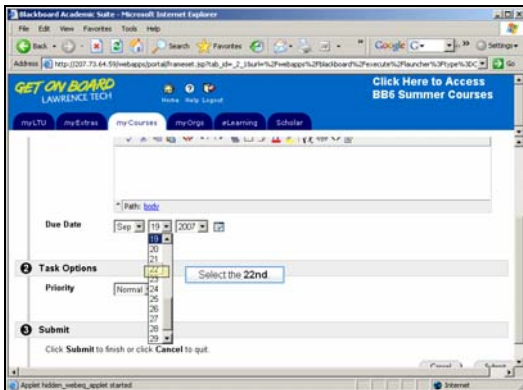
Select the Sep item.



Slide 10

Slide notes:

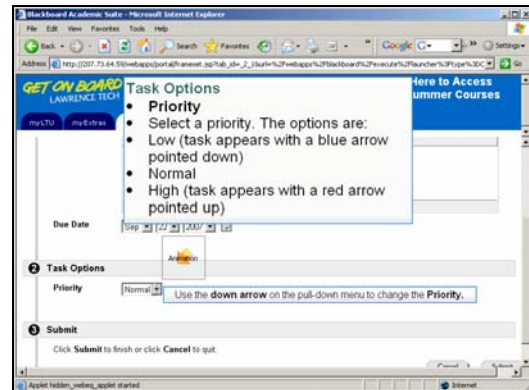
Text Captions: Use the down arrow on the pull-down menu to select the day.



Slide 11

Slide notes:

Text Captions: Select the 22nd.



Slide 12

Slide notes:

Text Captions: Task Options

Priority

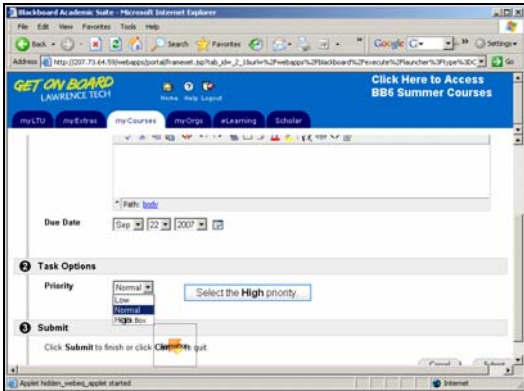
Select a priority. The options are:

Low (task appears with a blue arrow pointed down)

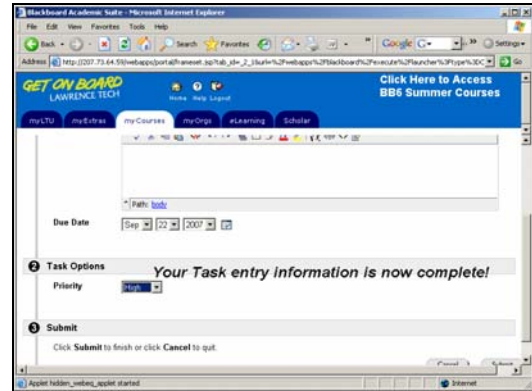
Normal

High (task appears with a red arrow pointed up)

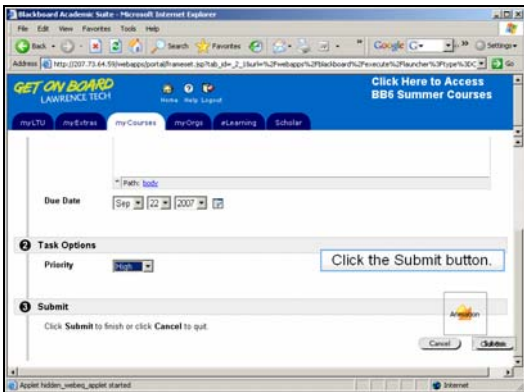
Use the down arrow on the pull-down menu to change the Priority.



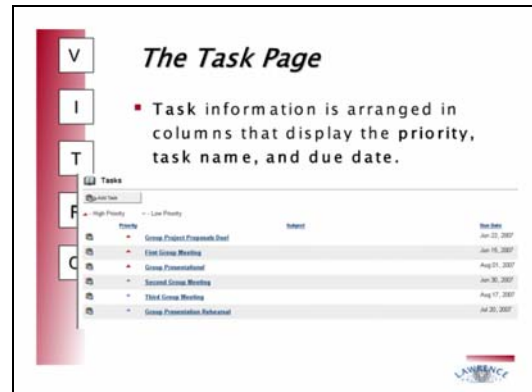
Slide 13  
 Slide notes:  
 Text Captions: Select the High priority.



Slide 14  
 Slide notes:



Slide 15  
 Slide notes:  
 Text Captions: Click the Submit button.



Copy of The Task Page  
 Slide notes:

**V**  
**I**  
**T**  
**R**  
**C**

### Sort by Priority

- Click on the Priority line. The tasks will be sorted with highest priority first.

Copy of Sort by Priority  
Slide notes:

**V**  
**I**  
**T**  
**R**  
**C**

### Sort by Task

- Click on the Subject line to sort the tasks alphabetically.

Copy of Sort by Task  
Slide notes:

**V**  
**I**  
**T**  
**R**  
**C**

### Sort by Due Date

- Click on the Date line to sort by due date.


Copy of Sort by Due Date  
Slide notes:

**V**  
**I**  
**T**  
**R**  
**C**

### View Student Progress


- To view the status of student progress on a course-related task:
- Select Tasks in Control Panel
- Click on Task Name
- Self-reported status of enrolled users' progress on the task will display.

View Student Progress  
Slide notes:




**Questions?**

- Please contact the Veraldi Instructional Technology Resource Center (VITRC)
- (248) 204-3750
- vitrc@ltu.edu




Questions?

Slide notes:



**Thank you!**

- Thank you for participating in this interactive simulation.



Thank you!

Slide notes: