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!

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

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

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

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

**Sort by Task**
- Click on the Subject line to sort the tasks alphabetically.

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

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

Thank you!
- Thank you for participating in this interactive simulation.