Tasks

To help students organize their experience on Blackboard, you can set up course tasks for them to complete. When you create tasks you can also set the priority and the due date for the tasks. While on the Course Tasks page, you can also view students' progress in completing the tasks.

Creating Tasks:

1. Login to Blackboard.
2. Enter the course within which you wish to work.
3. Navigate to the Control Panel, click the **Course Tools** selection to expand the menu, and then click **Tasks**.
4. On the “Tasks” page, click **Create Course Task**.
5. Enter a name for your task. (e.g. Add a new thread in the discussion board)
6. In the Description area, type a description for the task:

   ![Task Information](image)

7. Next to Due Date, select a date for this task to be due.

   ![Due Date](image)

8. Under Task Options, select the **priority** for this task.

   ![Task Options](image)

9. When you are finished, click **Submit**.