

The Tasks feature organizes project or activities by defining task priority and tracking task status. As an instructor, you can post tasks to users participating in your course.

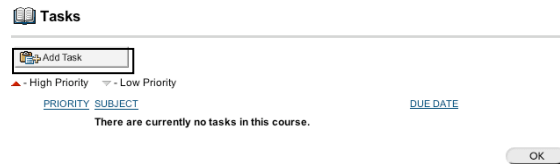
Accessing the Tasks Feature

1. Select and log into the course.
2. Click on the **Control Panel** button on the left side of the screen to view course management options.
3. Click on **Tasks** in the **Course Tools** section of the **Control Panel**.

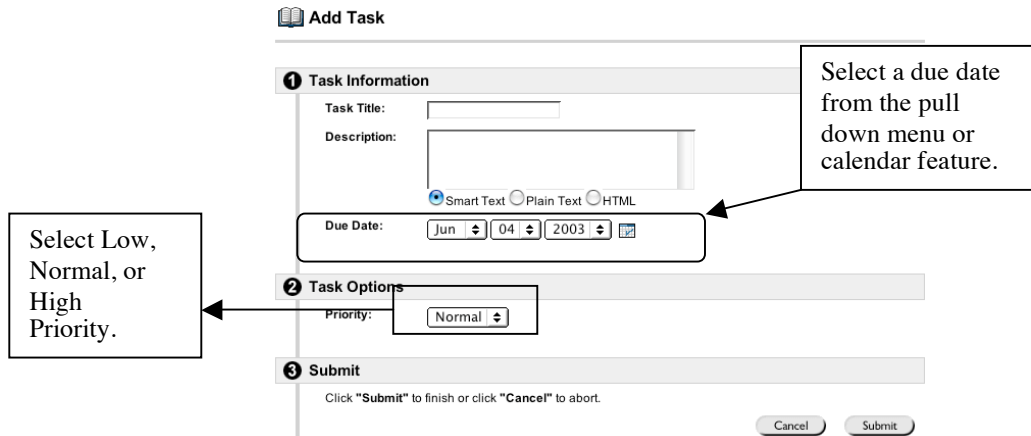


Adding/Modifying/Removing a Task

1. Click on **Add Task**.



2. Enter a Title and Description in the appropriate fields.



3. Click Submit to post the Task.
4. A receipt will appear indicating that the Task has been posted. Click **OK**.

