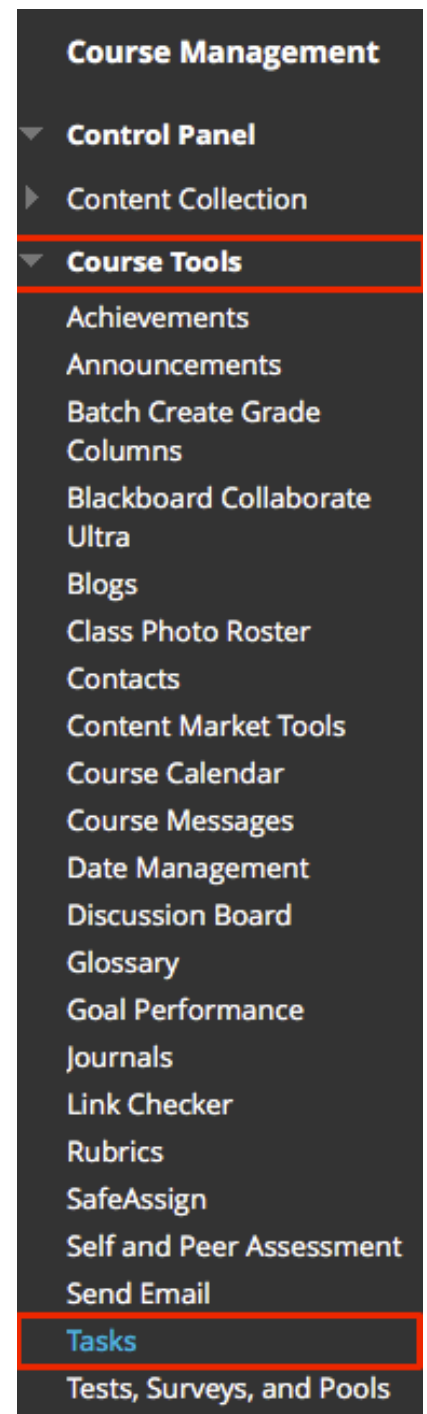# Course Tasks on Blackboard

Blackboard provides instructors with a tool that enables them to create tasks lists for the students of their course. Instructors can provide each task with a due date, priority and task status.
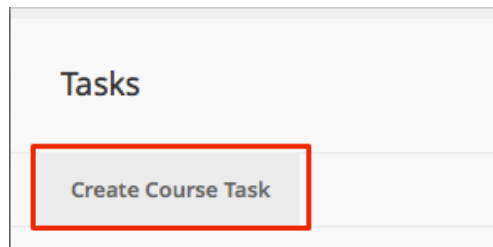
The students of the course can update the task status accordingly to inform the instructor of their progress in a certain task.

How to create a task

1. In the control panel in your course site, select "Course Tools" and scroll down to "Tasks".

Course Management

Control Panel

Content Collection

Course Tools

Achievements
Announcements
Batch Create Grade Columns
Blackboard Collaborate Ultra
Blogs
Class Photo Roster
Contacts
Content Market Tools
Course Calendar
Course Messages
Date Management
Discussion Board
Glossary
Goal Performance
Journals
Link Checker
Rubrics
SafeAssign
Self and Peer Assessment
Send Email
Tasks
Tests, Surveys, and Pools

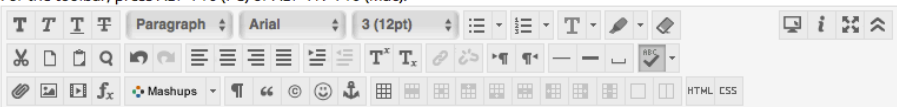2. Click on "Create Course Task".

3. Under "Task Name" type in the task name that you want your students to see on their Blackboard pages. Below you can enter a description of the task. You are required to enter a due date for the task.

4. Under "Task Options" you are required to enter a level of priority for the task.

5. Click "Submit" when finished.

You will now be able to see the newly created task in the task section of your course. Clicking on a task name will show you the progress of each student in this task. Tasks will be listed by the level of their priority instead of the due date.

Tasks

Create Course Task

Delete

	TITLE	PRIORITY	DUE DATE	NOT STARTED	IN PROGRESS	COMPLETED
☐	Week One Task	⬇	Tuesday, April 18, 2017	2	0	0

Delete

Displaying **1** to **1** of **1** items   Show All   Edit Paging…