HOW TO MANAGE PERSONAL TASKS

1. Your instructor manages the course tasks you can access, and you can set up and manage your personal tasks. Click Tasks from the Institution Home Page.

2. You can display All Tasks or Personal Tasks; to create a personal task, click on Create Personal Task.
3. Fill in the Task Name (1) and a description of the task in the text editor box (2). You may fill in a due date (3) and list the priority of the task under Task Options (4). When finished, click Submit (5).

4. You can delete tasks when complete (1), change the priority of a task (2) and/or change the task status (3).

http://ondemand.blackboard.com/r91/movies/bb91_student_managing_tasks.htm