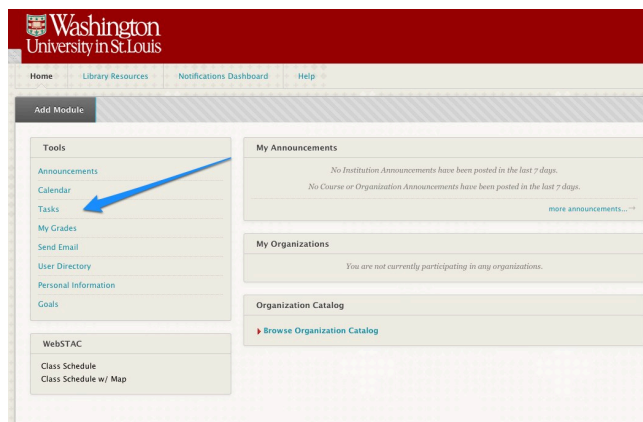


BLACKBOARD FOR STUDENTS: FACT SHEETS

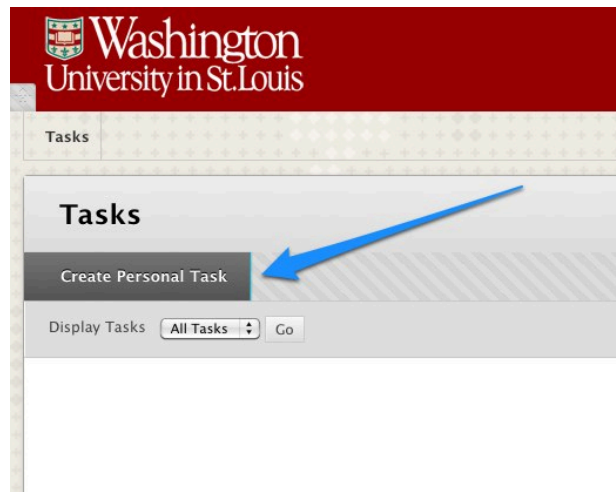
(For more information, contact Student Technology Services at 314.935-7100 or visit sts.wustl.edu)

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).

The screenshot shows the Blackboard task creation interface. At the top, there is a red header with the Washington University in St. Louis logo and navigation links. The main content area is divided into three sections:

- 1. Task Information:** Contains a text input field for the task name (callout 1), a rich text editor for the description (callout 2), and a date picker for the due date (callout 3).
- 2. Task Options:** Contains a dropdown menu for the task priority (callout 4), currently set to 'Low'.
- 3. Submit:** Contains 'Cancel' and 'Submit' buttons (callout 5).

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

The screenshot shows the Blackboard task management interface. At the top, there is a green success message: "Success: Task Edit second paper Created". Below this is a "Tasks" section with a "Create Personal Task" button. The main area displays a table of tasks with the following columns: Title, Priority, Due Date, and Task Status. A single task is listed:

Title	Priority	Due Date	Task Status
Edit second paper	Low	Thursday, August 30, 2012	Not Started

Callouts 1, 2, and 3 point to the 'Edit second paper' title, the 'Priority' dropdown, and the 'Task Status' dropdown, respectively.

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