

Tasks and Course Calendar

Blackboard Version 9.1

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The College of Saint Rose PASSION. KNOWLEDGE. PURPOSE._

1. To add a task, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then Assess Wikis in the Control Panel, choose Tasks under Course Tools. Blogs 2. Next, click on the Create Course Collaboration Task button on the Action Bar in the Tasks Tasks page. Contacts **Create Course Task** 3. Once in the Create Course Task page, enter the Task Information: Task No items found. Name, Description, and Due Date, as Glossary well as the Task Option: Priority Journals (High, Normal, or Low), before you select Submit to finish. Messages 1. Task Information Recycle Wikis * Task Name SafeAssign Description Visual Editor: ON /// Self and Peer ▲ Normal 🔹 3 ▾ Times New Roman ▾ | B I 型 abe | ×₂ ײ | 三 三 三 章 Ξ | 5 Ξ Ξ 章 Ξ | 5 Ξ Ξ 章 Ξ Assessment

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★ Due Date	07/06/2009	
2. Task Options		
* Priority	Low -	

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Edit a Task

Create a Task

- 1. To edit a task, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, choose Tasks under Course Tools.
- 2. Next click on the Action Link (drop-down) menu next to the title of the task and select Edit.
- Once in the Edit Course Task page, change the Task Information: Task Name, Description, and Due Date, as well as the Task Option: Priority (High, Normal, or Low), before you select Submit to finish.

Delete		
✓ <u>Title</u>		Priority
Homework Due Tonight	8	
Delete	Edit	x
	> Delete	

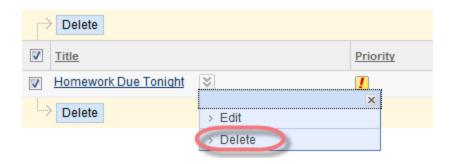
COURSE MANAGEMENT

Control Panel
 Course Tools
 Announcements

 Assess Wikis
 Blackboard Scholar®
 Blogs
 Collaboration
 Configure Blog Tool
 Configure Wiki Tool
 Contacts
 Course Calendar
 Discussion Board
 Glossary
 Journals
 Messages
 Recycle Blogs
 Reif and Peer
 Assessment
 Send Email
 Student Roster
 Tasks
 Tests, Surveys, and
 Pools
 Voice Announcements

Delete a Task

- 1. To delete a task, first make sure you are in the course you would like to work in, that you have the edit mode set to ON, and then in the Control Panel, choose Tasks under Course Tools.
- 2. Next click on the Action Link (drop-down) menu next to the title of the task and select Delete.



3. Next, a window will pop up stating: *This action is final and cannot be undone. Continue?* Select OK to delete the task.

Course Calendar

- 1. Instructors can add and even modify events in their Course's calendar. To do this, first make sure you are in the course you wish to work in, and select Course Calendar from Tools in the Course Menu.
- 2. Once in the Course Calendar page, you change your view by selecting the following view tabs: Day, Week, Month, and even Year.
- 3. To add an Event, select the Create Course Event button on the Action Bar of the page.



 In the Add Calendar Event page, enter the Event Name, Description, choose the Event Time and then select Submit to finish. In this way, you can add Course Calendar events that coincide with Assignments, Tasks, Surveys and Assessments that you have already created or will create.

Announcements Assess Wikis Blackboard Scholar®

Collaboration Configure Blog Tool

Configure Wiki Tool Contacts

Course Calendar Discussion Board

Glossarv

Journals

Blogs

5. To modify an event that has been created, you can click on the event link and select Edit from the drop-down menu.

2:00 PM -3:00 PM Test Today	v ∣ ⊗ (Course Event)
	X
	> Open event
	Edit
	> Delete

- 6. Once in the Edit Course Event page, you can change any information that is needed and select Submit to finish.
- 7. To remove an event that has been created, select Delete from the drop-down menu of the event in the Calendar: View by Day page. A confirmation window will pop up stating 'This action is final and cannot be undone. Continue?' Select OK to remove the event from the Course Calendar.

2:00 PM -3:00 PM Test Today	😻 (Course Event)
	×
	> Open event
	> Edit
	🔿 Delete