

# Add or Edit Course Task

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## Overview

Tasks may be added or edited by accessing the **Create Course Task** page or **Edit Course Task** page. The fields on the **Create Course Task** page and **Edit Course Task** page are the same. The **Create Course Task** page opens with empty fields where as the **Edit Course Task** page opens with a task already populated.

## How to Create a Course Task

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. Click **Create Course Task** from the Tasks page.
3. Enter the task information in the appropriate fields.
4. Click **Submit**.

## How to Edit a Course Task

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. **Edit Mode** is **ON**.
3. Select **Edit** from the contextual menu for the appropriate task.
4. Edit the task information.
5. Click **Submit**.

## How to Delete a Course Task

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. **Edit Mode** is **ON**.
3. Select **Delete** from the contextual menu for the appropriate task.
4. Click **OK** to confirm.

## How to Change the Status of a Course Task

Tasks have three status states that can be changed at any time to reflect progree. Tasks can be Not Started, In Progress, or Completed.

1. Click **Tasks** in the Course Tools area of the Control Panel.
2. **Edit Mode** is **ON**.
3. Click **Status**.
4. Select a new status from the list.

The table below details the fields on the **Create Course Task** or **Edit Course Task** page.

Field	Description
<b>Task Information</b>	

Field	Description
<b>Task Name</b>	Enter the title of the task.
<b>Description</b>	Enter a description of the task.
<b>Due Date</b>	Select the date the task is due from the drop-down list or click the icon to select a date from the calendar interface.
<b>Task Options</b>	
<b>Priority</b>	Select a priority. The options are: <b>Low</b> (task appears with a blue arrow pointed down) <b>Normal</b> <b>High</b> (task appears with a red arrow pointed up)