

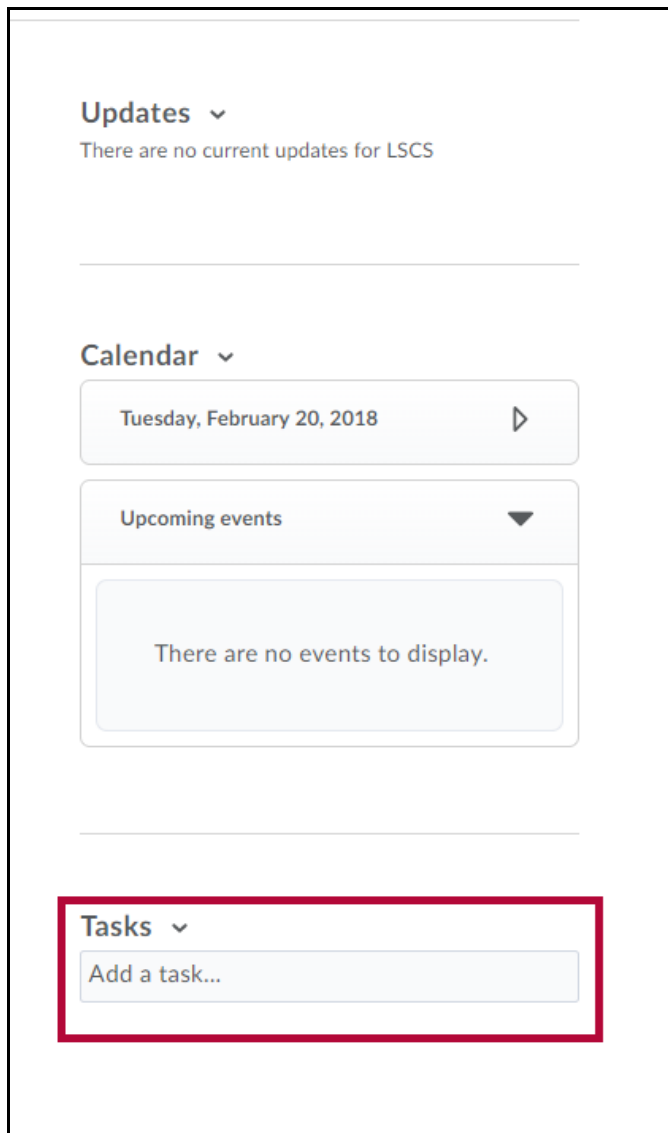
Manage Calendar Tasks

Last Modified on 01/27/2023 2:05 pm CST

Tasks can help to keep course events distinct from your personal tasks. Use Tasks to break up a big assignment into sub-tasks to stay on top of all your due dates. Tasks is located on the right side of your D2L course or home page in the Calendar area.

Create tasks

1. On the D2L homepage or the start page of your course, find **Tasks** on the right side of the page below the Calendar. Click once on **Add a task** and type in a short task name. When you press enter or click the mouse outside the Tasks box the task is saved automatically and displays with a checkbox and drop-down arrow.



The screenshot shows a vertical sidebar on the right side of a D2L course page. It contains three main sections: 'Updates', 'Calendar', and 'Tasks'. The 'Updates' section has a dropdown arrow and the text 'There are no current updates for LSCS'. The 'Calendar' section has a date selector showing 'Tuesday, February 20, 2018' with a right-pointing arrow, and a dropdown menu for 'Upcoming events' which is currently empty, displaying 'There are no events to display.' The 'Tasks' section is highlighted with a red rectangular box and contains a dropdown arrow and a text input field with the placeholder 'Add a task...'.

2. Click the checkbox to mark the task as completed or use the arrow to add notes, a due date or delete the

Tasks ▾

☐ Choose a discussion partner >

☐ Send instructor my notes >

Add a task...

[View Completed Tasks](#)

task.

3. Use the View Completed Tasks link to review or delete tasks that have been completed.

Tasks ▾

Tasks > Completed

Search Tasks 🔍

☒ Proofread Essay submission
Completed Feb 20, 2018 >

Adding task details

1. Click the task name to show task details.
2. If your task does not have a due date, click directly on the **Due date** field to bring up a date selector, then



select a due date, and click the **Save due date** icon.

3. Click on the **Add a note...** field to add explanatory notes to your task. Click outside the text field to save

Tasks ▾

Tasks > Details

☐ Send instructor my notes 🗑️

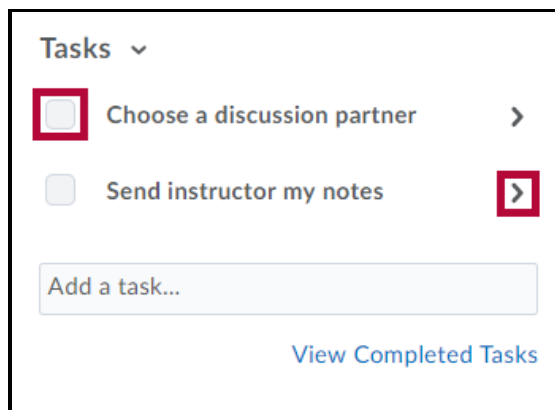
2/27/2018 📅 ✕

Due by end of day Tuesday

your note.

Mark a task complete

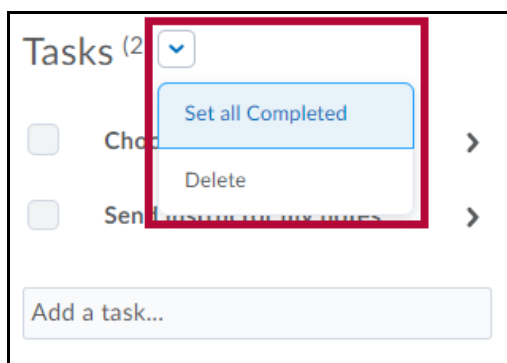
- Select the check box beside the task name in the task pane. The task disappears from view, but remains in



your searchable task archive.

Marking all tasks complete

- Select **Set all Completed** from the Tasks context menu.



NOTE: Tasks will only disappear when you mark them completed if you select Hide completed tasks in the drop-down list under Completed Tasks in **Settings**.



Settings

Calendar Options

Core Hours

8:00 AM



to

5:00 PM



Show weekends

Calendar Feeds



Enable Calendar Feeds

This enables a private address that can be used to subscribe to your calendars via an iCal feed

Tasks Options

Completed Tasks

Hide completed tasks

