

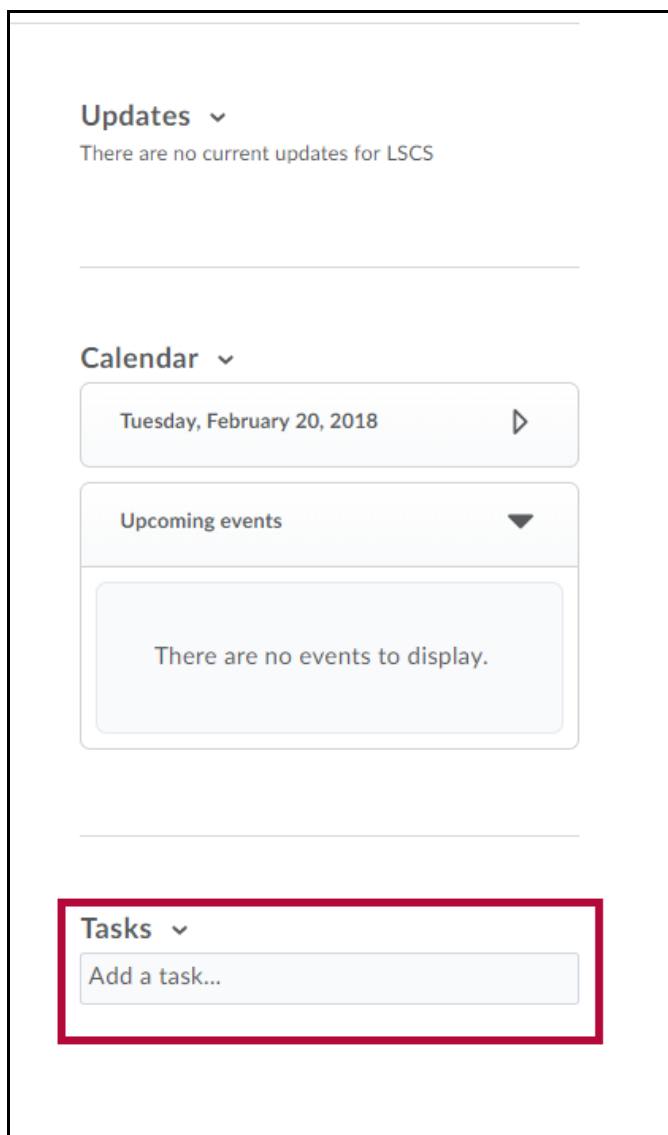
Manage Calendar Tasks

Last Modified on 06/05/2024 3:19 pm CDT

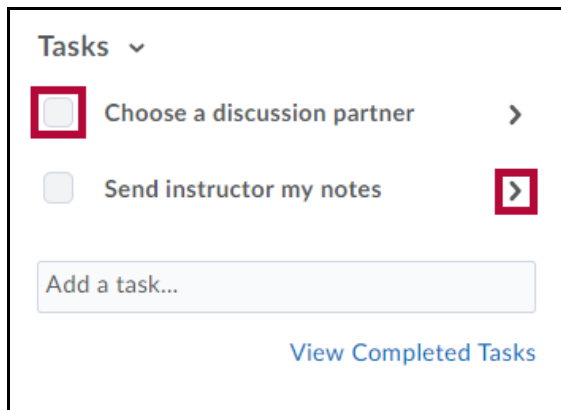
Tasks can help to keep course events distinct from your personal tasks. Use Tasks to break up a big assignment into sub-tasks to stay on top of all your due dates. Tasks is located on the right side of your D2L course or home page in the Calendar area.

Create Tasks

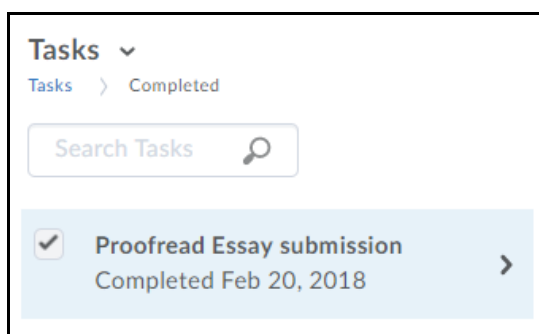
1. On the D2L homepage or the start page of your course, find **Tasks** on the right side of the page below the Calendar. Click once on **[Add a task]** and type in a short task name. When you press enter or click the mouse outside the Tasks box the task is saved automatically and displays with a checkbox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



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

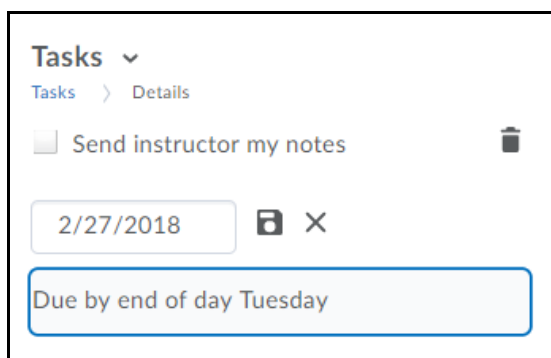


3. Use the **[View Completed Tasks]** link to review or delete tasks that have been completed.



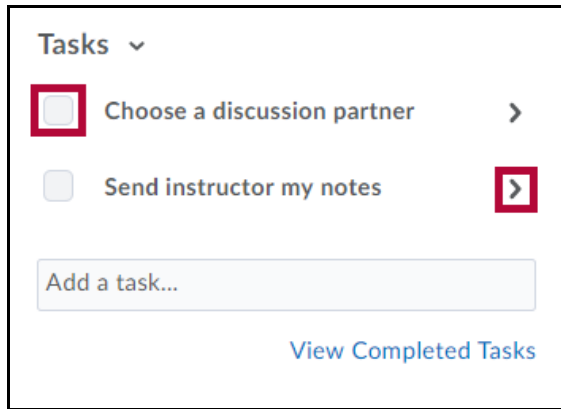
Adding Task Details

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 your note.



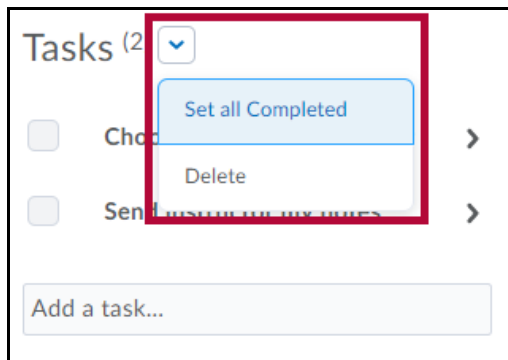
Mark a Task Complete

- 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