

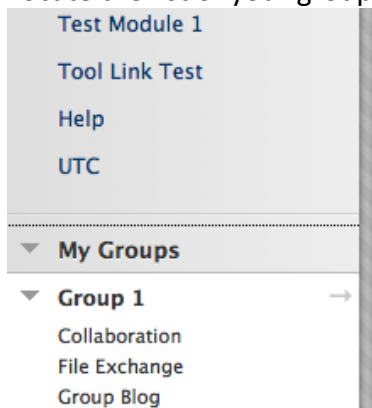
STUDENT TUTORIAL: SUBMITTING ASSIGNMENTS

WHY WOULD YOU USE THIS FEATURE:

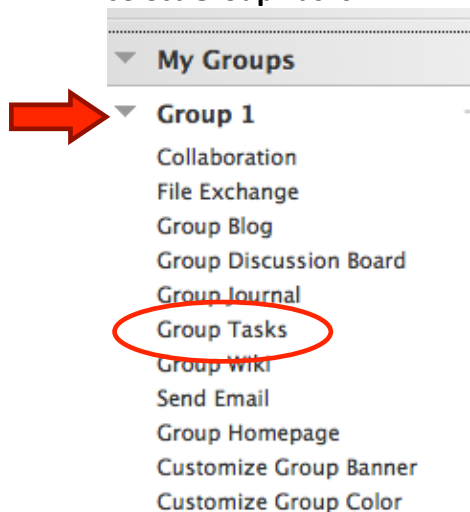
The Group Tasks feature allows students to create a list of tasks that need to be completed in order to accomplish group goals. It provides group members with a schedule of what tasks need to be completed in the future. Tasks can be categorized by due date, priority level, and completion status. This is an excellent tool for group members to update their progress on their specific task as it relates to the final group project. This tutorial will demonstrate how to access the Group Tasks page and create a new group task.

HOW TO ACCESS THE GROUP TASKS PAGE:

1. Access your course through **Blackboard**.
2. Locate the list of your groups under the course menu.

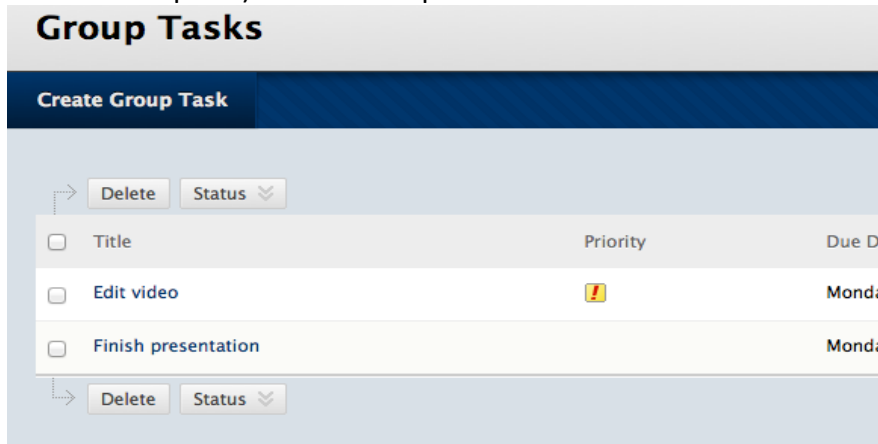


3. To access the group tasks page, click on the chevron next to your group's name and select **Group Tasks**.



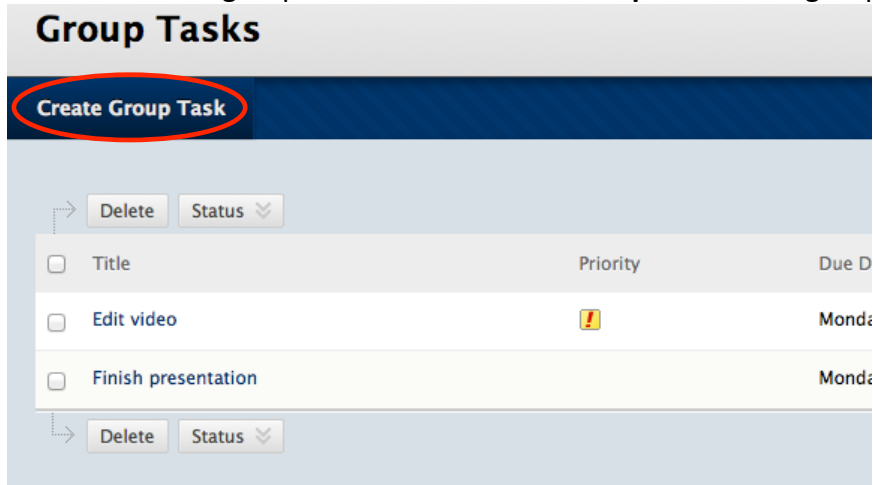
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- This will take you to the group tasks page where all current group tasks are listed. Here, you can see the priority level of each tasks (Items with high priority are marked with an exclamation point) and the completion status of each.



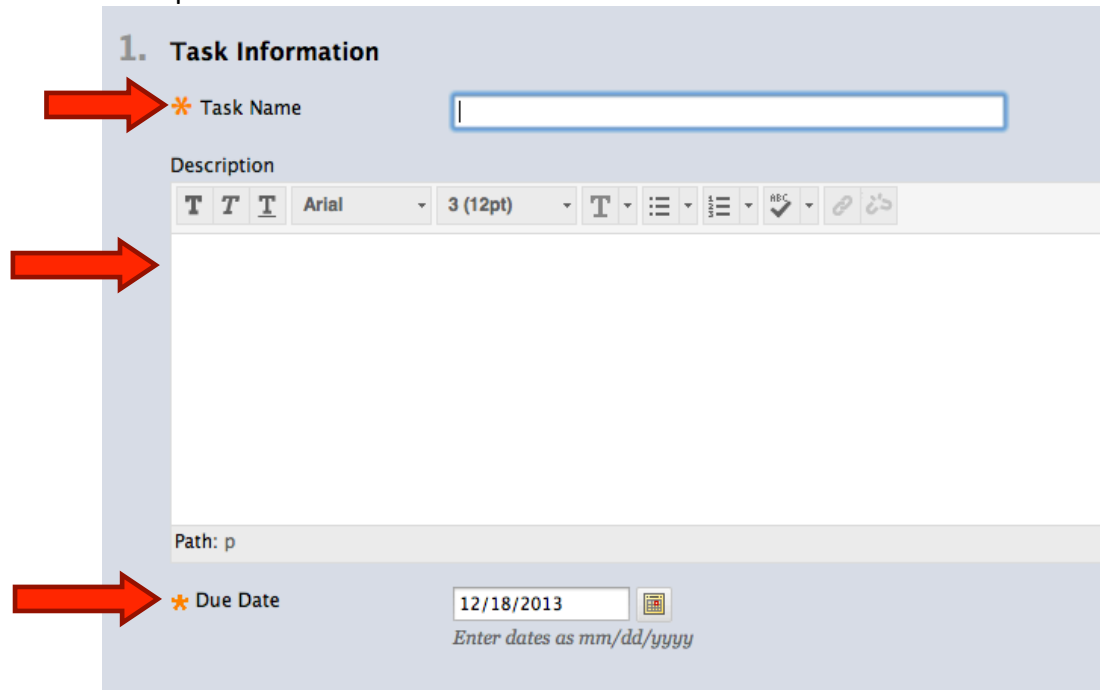
HOW TO CREATE A NEW GROUP TASK:

- To create a new group task click on **Create Group Task** in the group tasks menu.



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
2. Enter a name for the task and provide a description of the task in the text editor box. Then provide a due date for the task.




1. Task Information

* Task Name

Description

T **T** **T** Arial 3 (12pt) **T**    


Path: p

* Due Date 
Enter dates as mm/dd/yyyy

3. Select the priority level of the task by clicking the chevron and choosing the appropriate level.



2. Task Options

* Priority 
Low
Normal
High

4. When you have finished editing your tasks, click **Submit**.
5. A message will appear indicating the successful addition of the task and it will then appear in the group tasks list.

Success: Task test Created