

## Tasks

The Tasks tool is a to-do list for your courses and organizations. In addition, you can use it to keep track of personal tasks.

From the My GCCC area:

1. Click the Tasks link.

### Modifying Tasks

1. Click the **Modify** button next to the task you wish to update.
2. Modify personal tasks.
3. Scroll down to the bottom of the page and click on the **Submit** button.

### Adding a Personal Task

1. Click the **Add Task** button.
2. Scroll down to the bottom of the page and click the **Submit** button.

### Removing a Personal Task

1. Find the task you wish to remove.
2. Click the **Remove** button to the right of the Task Name.
3. Click the **OK** button in the confirmation box.

From the Student View:

### Viewing Tasks from Within a Course or Organization

1. Click into the Content Areas.
2. Click the Tasks link.

## More Information

**Q:** Can my instructor see whether I have marked a course task as NOT STARTED, IN PROGRESS or COMPLETED?

**A:** No. Only you can see the status of tasks on your task list, even when those tasks are created by your course instructor or organization manager. The Tasks area is designed to help you keep track of your own items—it doesn't report to the instructor or manager.