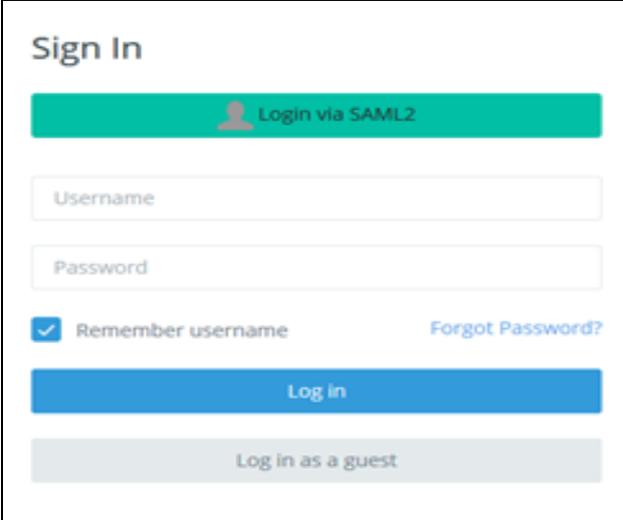
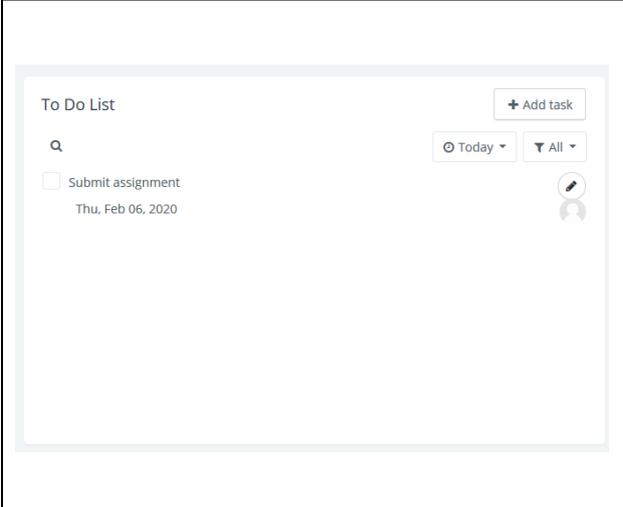


Your dashboard allows you to create a to-do-list to ensure your not passing the due date of assignment submission.



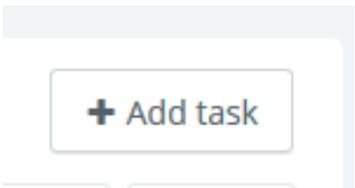
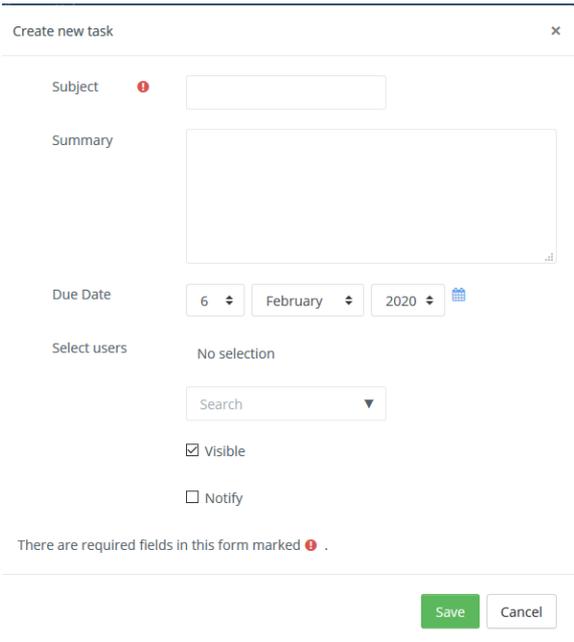
The image shows a 'Sign In' form with the following elements: a green button labeled 'Login via SAML2' with a person icon; two input fields for 'Username' and 'Password'; a checked checkbox for 'Remember username' and a link for 'Forgot Password?'; a blue 'Log in' button; and a grey 'Log in as a guest' button.

Step 1
Login to ODL portal as usual.



The image shows a 'To Do List' block with the following elements: a search bar; a '+ Add task' button; a filter menu with 'Today' and 'All' options; a list item 'Submit assignment' with a due date of 'Thu, Feb 06, 2020' and a task icon.

Step 2
In your dashboard, scroll down and look for the **To Do List** block.

	<p>Step 3</p> <p>In the To Do List block, click on the “Add Task” button to add what the task you need to do or completed.</p>
	<p>Step 4</p> <p>Fill up the required fields.</p> <p>Subject – What is the task? Summary – Include the name of the module, topic and what activity or task involved. Due date – the date of last to complete or submit. Notify – Tick on the notify checkbox to remind you.</p> <p>Once completed, click on the “Save” button.</p>