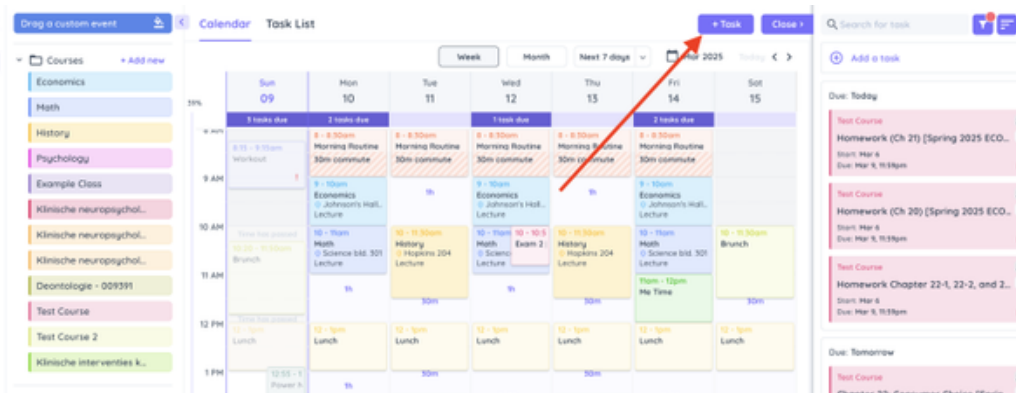# SHOVEL
CREATING TASKS

3 Ways to Create New Tasks

1. On your main calendar, click on **Task List**. Select a course. Click "Add new task"
2. On your main calendar, click on the purple **+ Task** button in the upper right corner of the calendar.
3. In the plan sidebar, click the purple **"Add a task"** button.

Read more directions here.

Tips on Creating Tasks

- Add task details, such as Task Category, Reading Source, Due Dates, Start (Days Ahead), Estimate Tasks, and Repeat Tasks
- Plan tasks in your calendar through the directions here
- The **Shovel Task List** shows you everything that you have to do in a table view
  - Overdue tasks are shown with a flame icon 🔥 next to the task name
  - Hide columns that you don't want to see from your view
  - Edit single tasks by clicking into the field you want to edit
  - Edit multiple tasks at once by selecting the checkboxes next to the "name" field of each task and then clicking the appropriate icon for the Edit Bar
- Duplicate tasks by going to Task List > hover a task > the duplicate icon will appear next to the task > click the duplicate button > edit the new task that appears below the original task
- Restore deleted tasks by going to Task List > Trash and click "restore" on the task