

# Events Box



Some or all of these features may not be in use for your system.

Some systems feature a box on the home page that shows news and tasks relevant to the user.



## Today

Today automatically shows assignments and evaluations that have a deadline of today (e.g. the publishing date ends on today's date).

## My Tasks

My Tasks keeps track of to-do lists and personal items within Informetica. Tasks may be added by you, a manager, publisher, or instructor. Tasks that you add personally are private and you can opt to view them on the calendar in addition to My Tasks.

## News

News items are added by a manager, publisher, or instructor and show items within a set date range. For example, an event scheduled from March 1-March 15, will not appear in the news box before March 1 or after March 15. The news box lists a maximum of 10 news items at once.



Some or all of these features may not be in use for your system. This view is not available to Site Managers.