

# Assigning tasks

After a lesson has been approved, Tasks can be assigned to it; this action is available from the lesson card:



Only the Approver can assign tasks. Tasks are assigned only for approved lessons. When you click the "Set task" button, a window for setting a task will appear:



When setting a task, you must specify the name of the task, briefly describe the essence of the task, select those responsible and the deadline for completing the task.

The assigned tasks are integrated with Bitrix24 tasks and will be available in the "Tasks and Projects" section of your Bitrix 24:

<input type="checkbox"/> ⚙ Name	Active ▾	Deadline	Created by	Assignee
<input type="checkbox"/> My first task	18 October, 15:38	29 October, 14:00	user A	user A

If the lesson has tasks, it gets the following status  Tasks

When all tasks are completed, the lesson gets the following status  Tasks completed.

In the lesson card:

We recommend that implemented lessons be transferred to the archive.

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