

Adding a Due Date to an Assessment

Last Modified on 09/18/2025 9:42 am EDT

Overview

Due dates can be added to assessments so that that users can view and prioritize upcoming and overdue tasks in the **My Tasks** card, helping them stay on top of critical deadlines and manage their workload more efficiently.

User Account Requirements

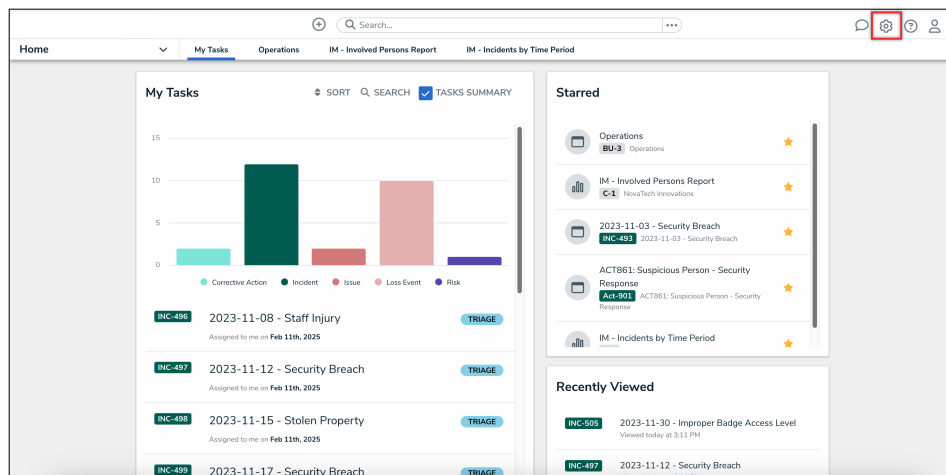
The user must have Administrator permissions to map the right field(s) as due dates for an assessment.

Related Information/Setup

Please refer to the [My Tasks](#) article for more information on viewing due dates on the **My Tasks** card.

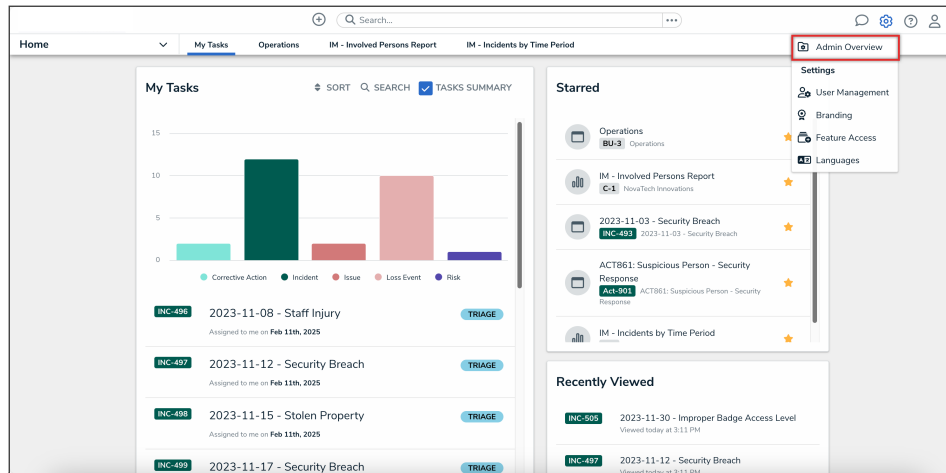
Navigation

1. From the **Home** screen, click the **Administration** icon.



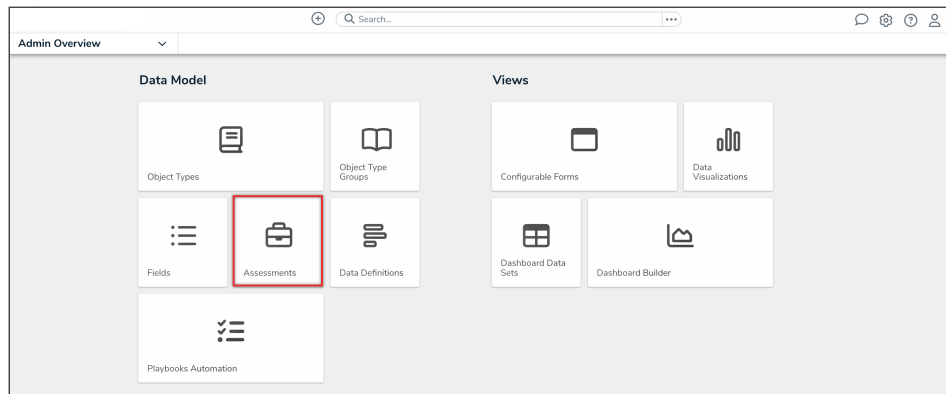
Administration Icon

2. From the **Administrator settings** menu, click the **Admin Overview** link.



Admin Overview Link

- From the **Admin Overview** screen, click the **Assessments** tile under the **Data Model** section.

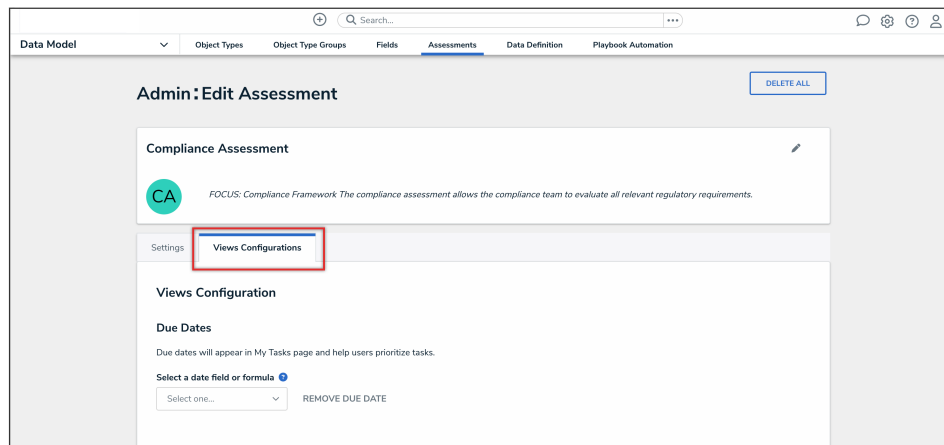


AssessmentsTile

- On the **Admin: Assessments** screen, from the list of assessments, click the assessment that you want to add a due date to.

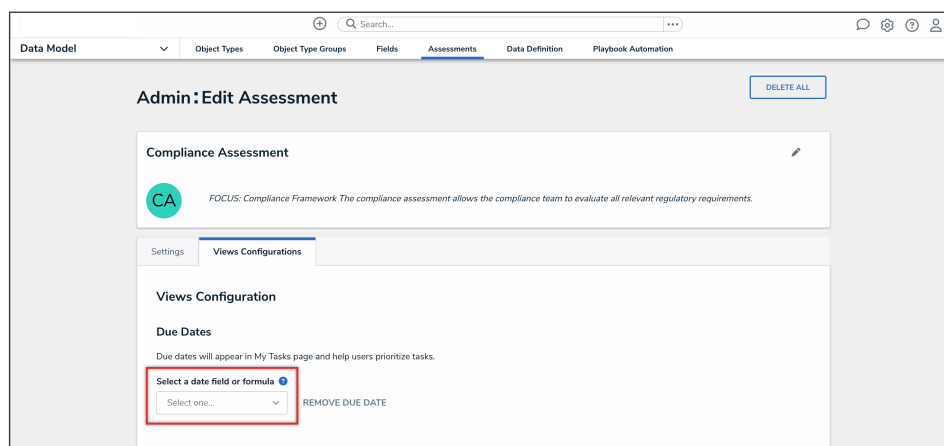
Adding a Due Date to an Object Type

- From the **Admin: Edit Assessment** screen, click the **Views Configurations** tab.



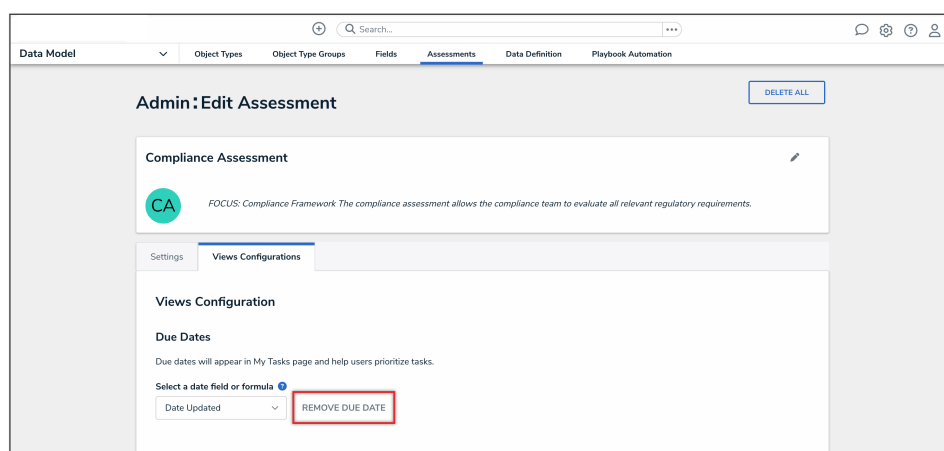
Views Configurations Tab

- From the **Select a date field or formula** dropdown menu, select one of the assessment's date fields or formulas to represent the due date.



Select a Date Field or Formula Dropdown Menu

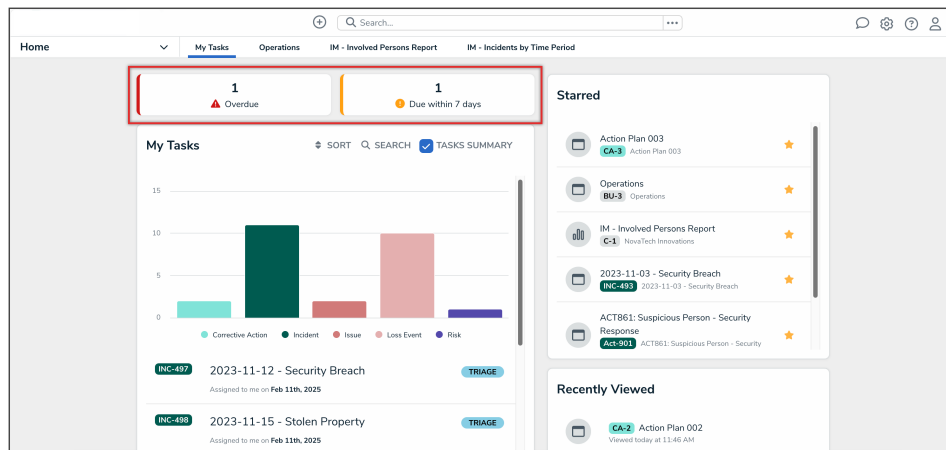
- (Optional):** To remove the due date from the assessment, click the **Remove Due Date** link.



Remove Due Date Link

- Navigate to the **Home** screen to view the due dates listed on the **My Tasks** card.

- Overdue tasks are highlighted in red.
- Tasks due in the next 7 days are highlighted in yellow.



My Tasks Card

The Due Date filters will appear for a user if there is at least one object in their **My Tasks** list that has a due date. These filters show which tasks are overdue or due within the next 7 days. Clicking the **Overdue** or **Due within 7 days** buttons allows users to filter directly to overdue or due soon tasks.