

# 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

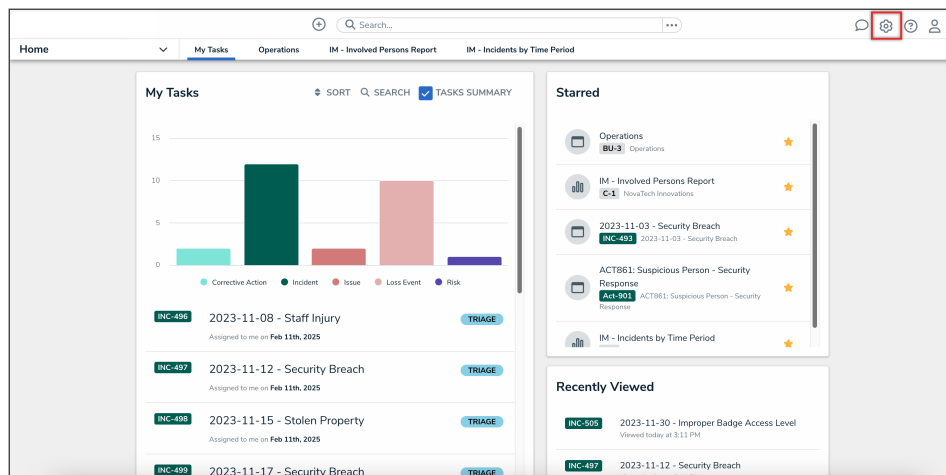
The user must have Administrator permissions to map the right field(s) as due dates for an assessment.

## Related Information/Setup

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

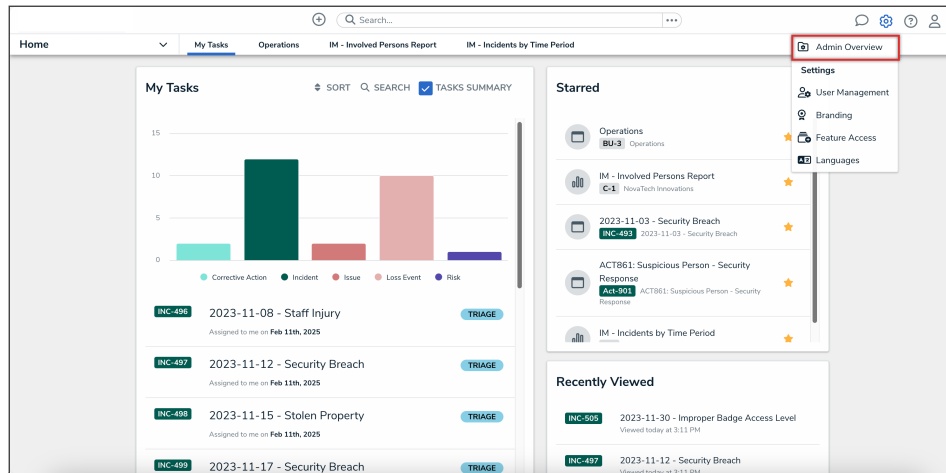
## Navigation

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



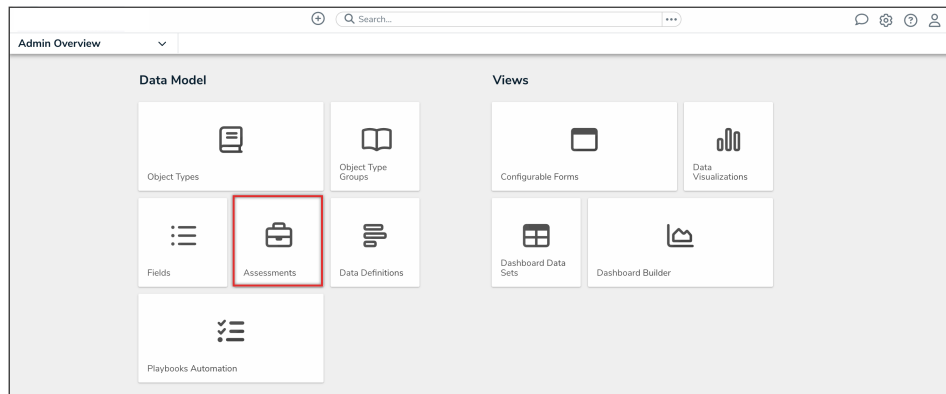
*Administration Icon*

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.

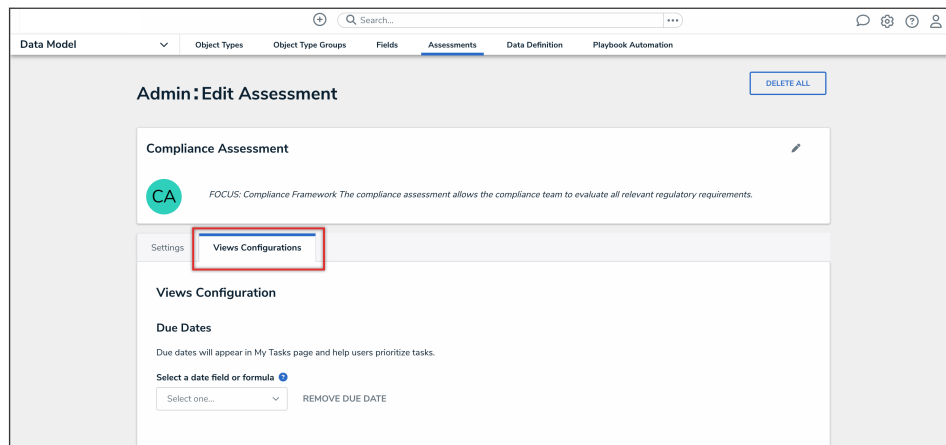


*AssessmentsTile*

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

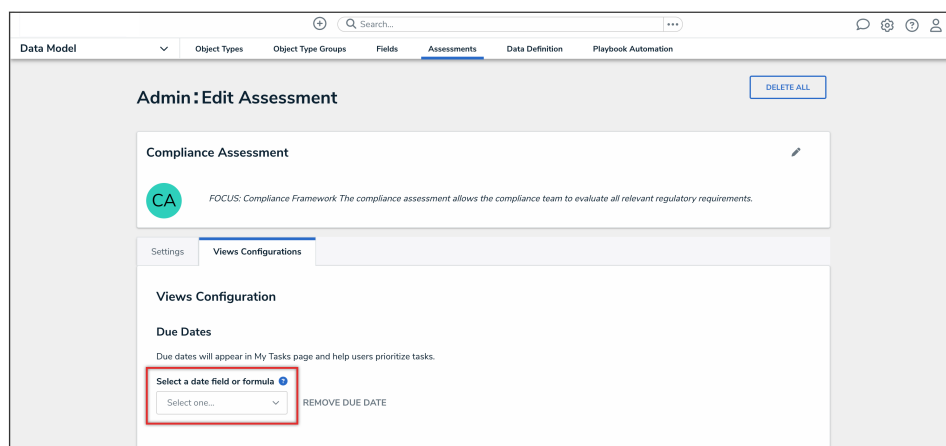
## Adding a Due Date to an Object Type

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



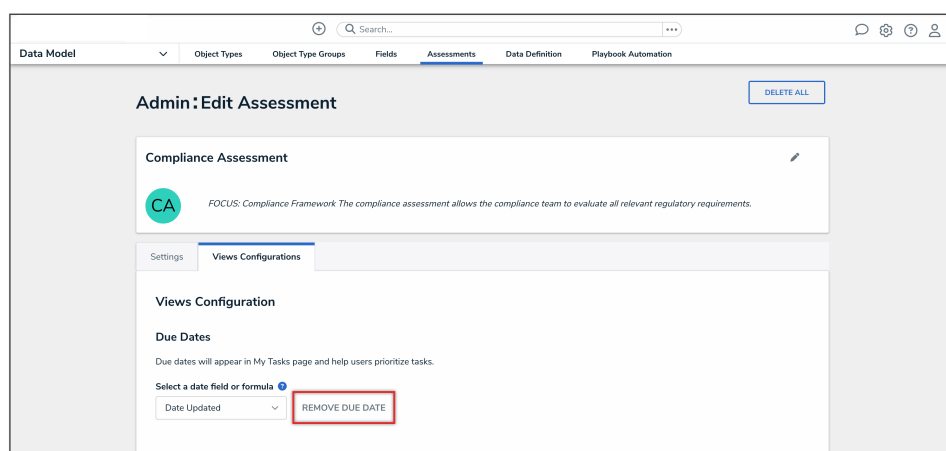
*Views Configurations Tab*

- 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*

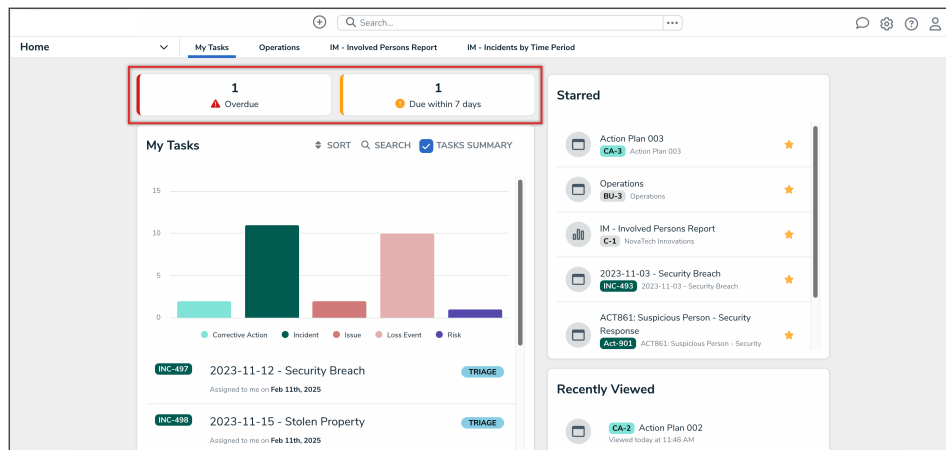
- (Optional):** To remove the due date from the assessment, click the **Remove Due Date** link.



*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.