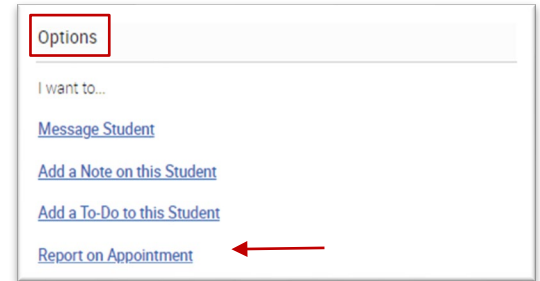


## Navigate360: Add a To-Do to a Student

To-Dos prompt a future action regarding a particular student. They can be used to track next steps or follow up on information shared by the student.

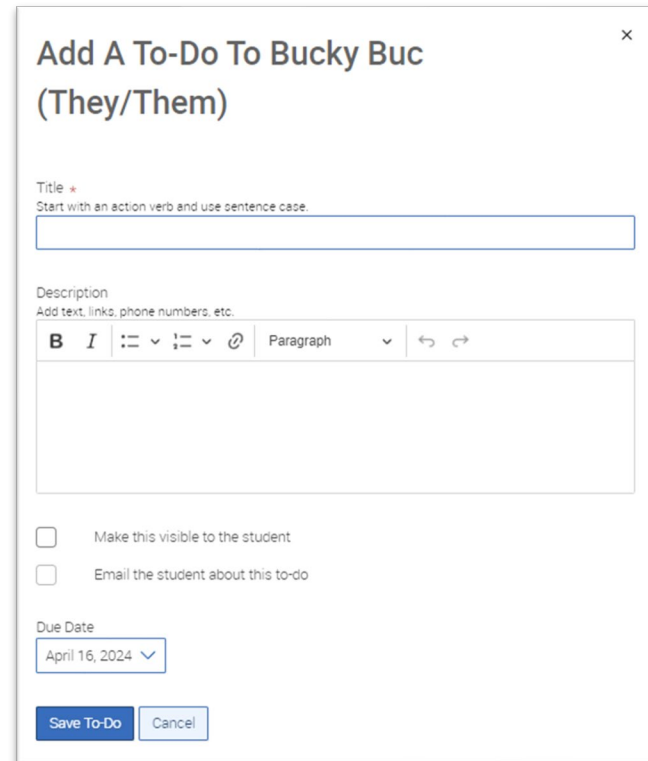
### 1. Open the student profile page

- Open a student profile by typing the student's name, email handle, or E Number into the top *Quick Search* bar. Select the appropriate student by clicking their name from the list which drops down from the *Quick Search* bar.




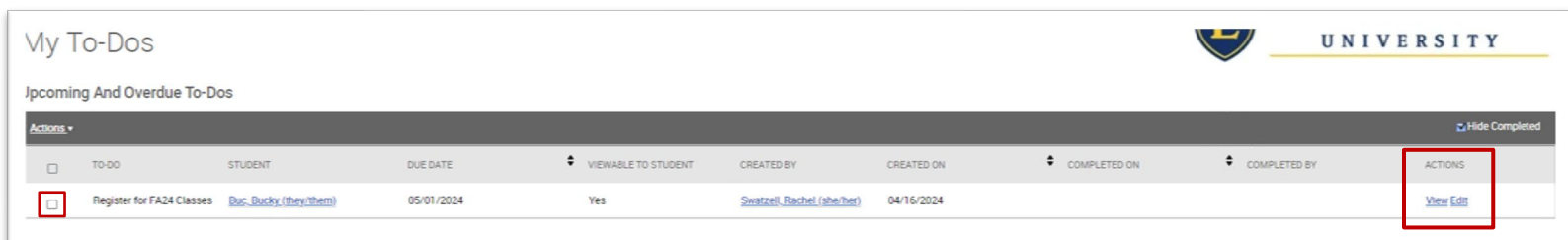
### 2. Add a To-Do

- In the *Options* box on the right side of the student profile page, click *Add a To-Do to this Student*
- An *Add a To-Do* window will appear. In the text box under *Title*, type the action to be taken on a future date
- In the text box under *Description*, add additional information pertinent to the action, such as *To-Do* instructions, a link, phone #, etc.
- Select the visibility for the To-Do
  - **NOTE:** Making the *To-Do Visible to the Student* will make the action visible in their Navigate360 account and on the mobile app. *Email the Student about this To-Do* sends an email reminder to the student, but not through Navigate360 Student notification configurations.
- Select a *Due Date* for which the action should be taken
  - **NOTE:** This shows to both the staff member and the student if you have made the To-Do visible to the student.
- Click *Save To-Do*



### 3. View and manage saved To-Dos

- To view all To-Dos for all students in one place, click the To-Dos  icon on the left navigation. This will open the *My To-Dos* page and list every *Upcoming* and *Overdue To-Do* for every student that the current user has issued. Staff can *View* or *Edit* a To-Do from the right Actions tab, or select the box next to specific To-Do and click *Actions* to mark a *To-Do Complete* or *Delete* the *To-Do*.



TO-DO	STUDENT	DUE DATE	VIEWABLE TO STUDENT	CREATED BY	CREATED ON	COMPLETED ON	COMPLETED BY	ACTIONS
<input type="checkbox"/>	Register for FA24 Classes	<a href="#">Buc, Bucky (they/them)</a>	05/01/2024	Yes	<a href="#">Swatzell, Rachel (she/her)</a>	04/16/2024		<input type="checkbox"/> <a href="#">View Edit</a>

Continued on next page...

## Navigate360: Add a To-Do to a Student

*To-Dos prompt a future action regarding a particular student. They can be used to track next steps or follow up on information shared by the student.*

- To view reminders for a specific student, open the student profile page. On the student profile page, click the [Reports/Notes](#) tab. *To-Dos* are in the top box on the [Reports/Notes](#) tab.
  - **NOTE:** You will not see other staff members' *To-Dos* on the student's profile. The *To-Do* details—name and due date—can be adjusted by clicking [Edit](#) next to the specific *To-Do*. Staff can mark a *To-Do Completed* by selecting [Complete](#) from the [Actions](#) menu or remove *To-Dos* by selecting [Delete](#) from the [Actions](#) menu.

Bucky Buc (they/them)

Overview Reports / Notes Courses Path Academic Plan More ▾


### Bucky's To-Dos

Actions ▾ Hide Completed

	DUE DATE	VIEWABLE TO STUDENT	CREATED BY	CREATED ON	COMPLETED ON	COMPLETED BY	ACTIONS
<input checked="" type="checkbox"/>	Register for FA24 Classes	05/01/2024	Yes	Swatzell, Rachel (she/her)	04/16/2024		<a href="#">View Edit</a>

- On the [Staff Home](#) page, upcoming To-Dos can be viewed in a *To-Dos* box to the bottom right (beneath the [Quick Links](#) box)
  - **NOTE:** The highlighted *To-Dos* are those with past or upcoming due dates. Clicking [View More](#) at the bottom of this section takes you to the [My To-Dos](#) page to view the complete list of *To-Dos*.

To-Dos

 Register for Classes  
[Bucky Buc \(they/them\)](#)  
04/30/2024

[View More](#) ←