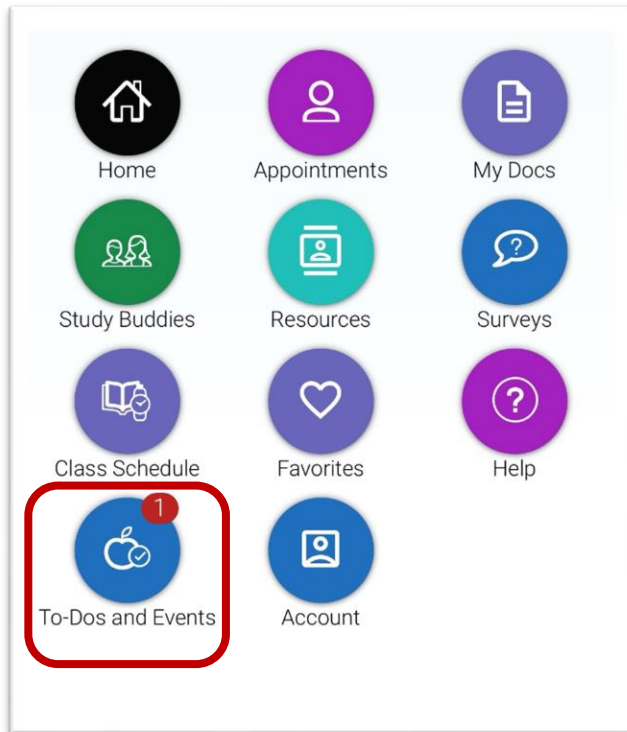


SmartGuidance Navigate360: To-Dos and Events

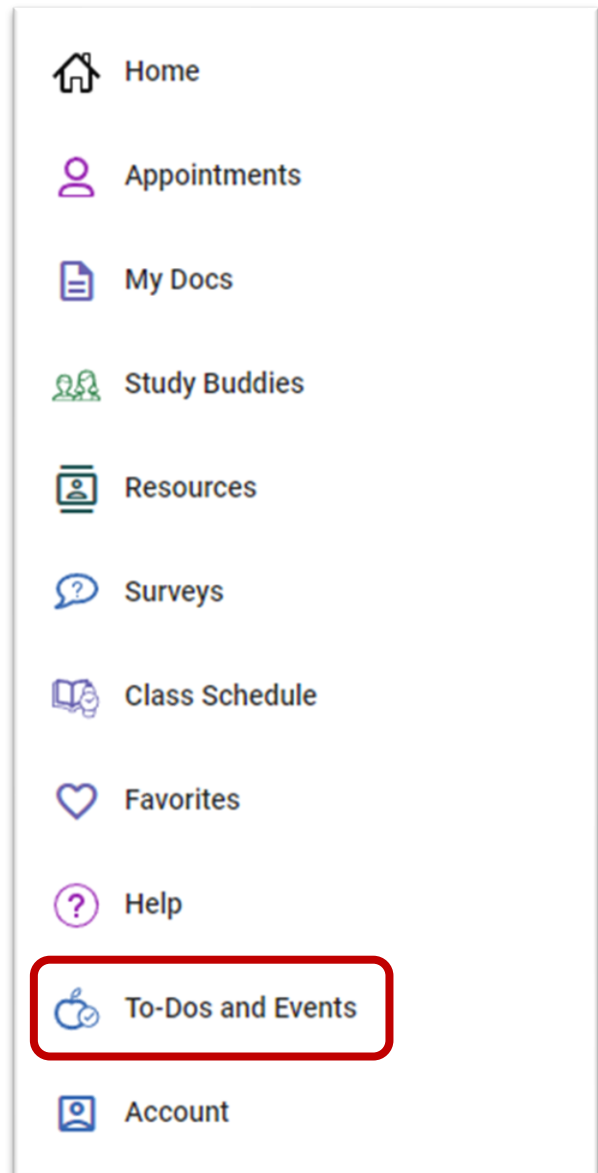
The To-Dos and Events tab contains all student-self and institution created To-Dos and Events a student has upcoming

1. Access To-Dos and Events

- Download the Navigate Student app in your app store
- Log-in using your ETSU username (without the @etsu.edu) and password used for GoldLink
- Click the *To-Dos and Events* icon in the app or the tab on the left side of the desktop site
- Find information on ETSU created To-Dos and Events or *+ Add Personal To-Do*



MOBILE



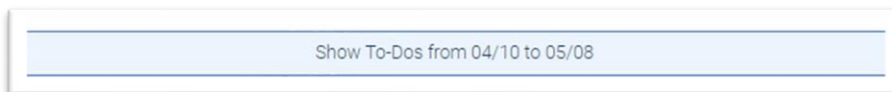
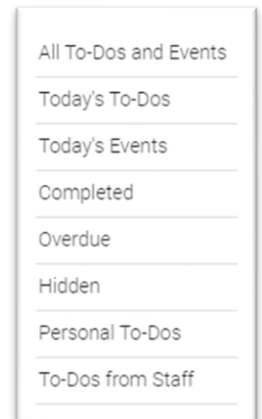
DESKTOP

SmartGuidance Navigate360: To-Dos and Events

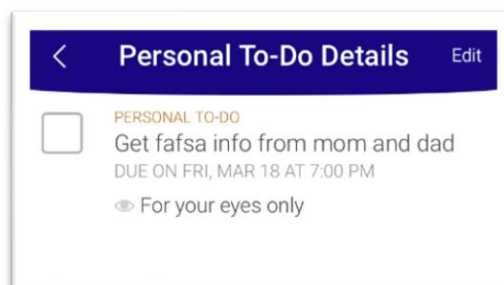
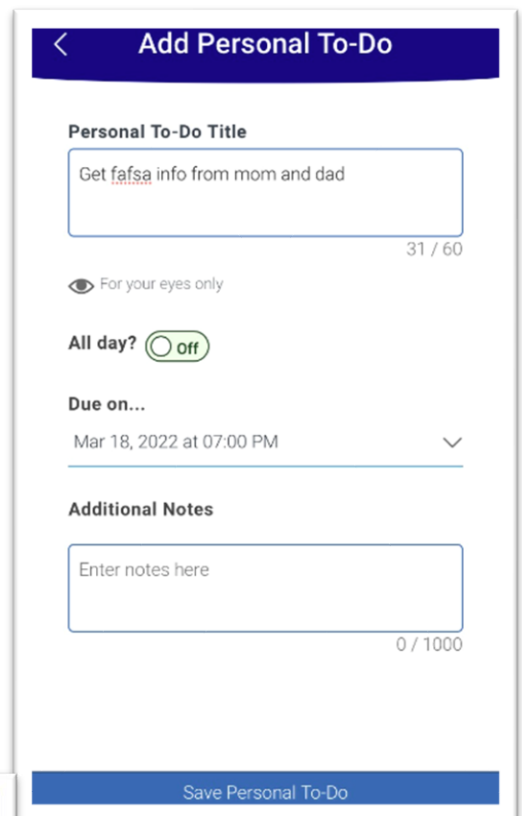
The To-Dos and Events tab contains all student-self and institution created To-Dos and Events a student has upcoming

2. Filter To-Dos Using the Funnel Icon

- Three different filters can be applied: *Time*, *Completion*, or *Personal/Staff*
 - *Time*: Filter by the day, week, or upcoming month
 - *Completion*: Filter by, *Completed*, *Overdue*, or *Hidden*. *Overdue* To-Dos are classified when the due date configured has passed and a student has not marked the To-Do complete in the app. Hidden To-Dos are those that a student has marked **Hide** from the individual To-Do's details.
 - *Personal/Staff*: Filter by staff initiated or personally created. Staff or institution To-Dos
- All *To-Dos* display for the upcoming two-week period, but a student may also access upcoming To-Dos and Events by selecting the button at the bottom of the list




- Add a Personal To-Do by clicking the button underneath the funnel icon
- Give your *To-Do* a title, due date and time (if due at a specific time of day), and additional notes
 - **NOTE:** Adding *Personal To-Dos* is a great way to set self-reminders of important tasks to take care of, such as completing the FAFSA, or upcoming homework/major course projects.
- Click *Save*
- To complete a To-Do, click the check box beside title
 - **NOTE:** Personal To-Dos can only be viewed by the student
 - **NOTE:** When notifications are sent from Personal To-Dos, students can click on a link from the notification to be taken to the Personal To-Do detail page. Personal To-Dos also appear on a student's priority feed.



SmartGuidance Navigate360: To-Dos and Events

The To-Dos and Events tab contains all student-self and institution created To-Dos and Events a student has upcoming

3. Access Events

- **Events** remind students of important dates while connecting them to helpful resources. This includes important dates such as Mid-term Exams Begin, the start or end of the Add/Drop Period, etc.
 - **NOTE:** *Upcoming Appointments* are also labeled as *Events*
- **Events** are shown on the *To-Do and Events* page, distinguished by a calendar icon  next to the task
- Learn more about an *Event* by selecting *View Details*
 - **NOTE:** When viewing an *Event* on the mobile app, users can download the event to their phone's native calendar

