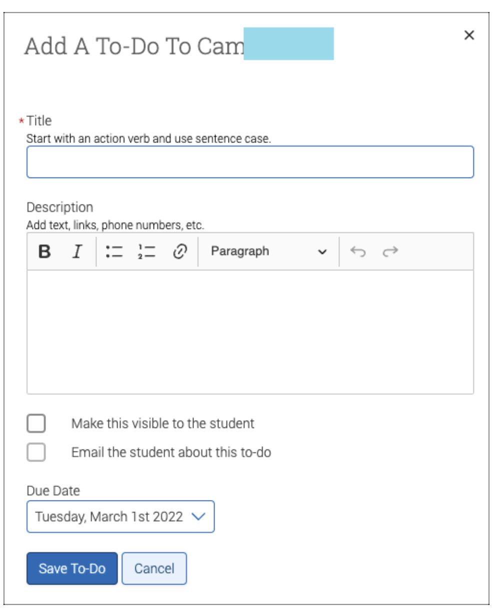
To-Dos for Faculty

To-Dos are created by staff members to prompt future action regarding a particular student. This can be useful to track next steps for the staff member, to follow up on pertinent information shared during an appointment, or to reconnect with a student at a more appropriate time. For example, you may be working with a student who is having difficulty in a specific course - add a To-Do to check-in on the student’s progress after the upcoming midterm exams. You can also use To-Dos to prompt the student to take action by making the To-Do visible to the student. If you do, it will be added to their To-Do list in the Navigate Student app.

How Do I Create a To-Do?

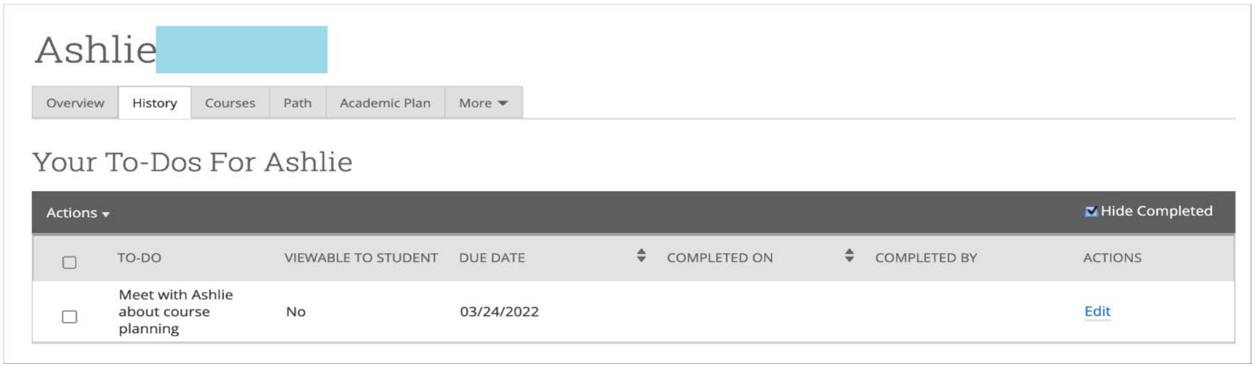
Staff can quickly add a To-Do via the **Add a To-Do to this Student** link on the Student Profile.

1. Go to your Professor Home page.
2. Click on the student’s name. This will open the student’s profile page.
3. On the student’s profile page click on the “Add a To-Do to this Student” link in the menu on the right-hand side of the screen.
4. Create a title.
5. Add a description with links, text, and other information in the *Description* field.
6. Choose to make the To-Do visable to the student (optional).
7. Choose to have an email sent to the student (optional).
8. Set a due date.



How to View To-Dos on a Student Profile

Staff can view their own To-Dos about the student via the [History tab](#) 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 remove To-Dos that they have completed by selecting **Clear** or **Delete** from the **Actions** menu.



How to View To-Dos on your Professor Home page

On the Staff Home page, a portion of the To-Dos are highlighted below the staff Quick Links. 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. On the My To-Dos page, staff see all of their To-Dos, the name of the student associated with each To-Do, and the due date for each To-Do. Through the Actions menu, staff can clear or delete completed To-Dos, and through the Edit link next to each To-Do, staff can modify the name or due date for the To-Do. Staff can also view each student's profile by selecting the student's name next to the To-Do.