

ASSIGNING STUDENT TO-DO LISTS

BUSINESS PROCESS: ONBOARDING MODULE: COLLEGE OF CONTINUING EDUCATION COUNSELING

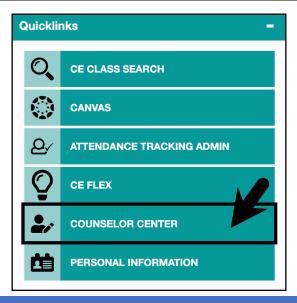
INSTRUCTIONS

This job aid will go over the process to assign a student a To Do List (Checklist) in Campus Solutions. Ensure the student does not already have the To Do List you want to assign. You can verify which To Do Lists a student has already been assigned by following the steps in the <u>Viewing Student To-Do Lists job aid</u>.

STEP	Instructions
1)	Once logged into the mySDCCD portal, click on the CE Faculty Dashboard tile .



STEP	Instructions
2)	In the Quicklinks section, click on the Counselor Center link.





Job Aid

STEP Instructions 3) On the Student Success Search Page: A. Search by Student ID number or Student Last and First Name. B. Ensure the Include History check box is checked.

C. Click the Search button.

	Student Success Enter any information you have and click Search. Leave fields blank for a list of all val	ues.
	Find an Existing Value	
	Search Criteria	
	ID[begins with ∨] Q Academic Institution begins with ∨]SDCCD Q	Search by
B	Least News (hereine with the	Student ID number or
	Include History Correct History	Name
\mathbf{C}	Search Clear Basic Search 🦉 Save Search Criteria	

STEP	Instructions
4)	If necessary, select the row for the appropriate career.

	isting Value				
Search	Criteria				
	ID begir	ns with \sim 555	0183863	Q	
Academic In	stitution begin	ns with ∽ SD0	CCD	Q	
Academic	Career begin	ıs with \checkmark		Q	
Las	t Name begir	ns with ∽			
Firs	st Name begin	וs with ∽			
Include I	listory C	orrect Histor	v		
			,		
			_		
Search	Clear	Basic Search	Save Se	arch Criteria	
Search Re	sults				
Search Re View All	sults	Fi	rst 🕢 1-2 of	2 🕟 Last	



STEP	Instruct	ons						
5)	You will	be directed to the Student Success pag	;e for the student.					
Court								
Cou	nselor Samp	le						
<u>F</u> ac	ulty Center	Counselor Center Search						
<u>M</u> y Ao	dvisees <u>S</u> tuc	ent Center <u>G</u> eneral Info <u>T</u> ransfer Credit Academics	Student Success					
Co	nt Educ							
				1 🕅 💬				
Wedne	esday Addams	555			Linefficial Transmist			
CE					Unofficial Transcript Advising Notes			
					Enrollment Limits			
				Find View All First	🕚 1 of 2 🕟 Last			
*Pon	orting Term:	2235 Q Summer 2023 Effective Date: 0	07/20/2023 Effec	tive Sequence: 1	+ -			
Reb	orting renn.			Time Stamp: 07/20/2023	10-19-24DM			
Stud	lent Informat		SBATCH Butch	11110 Otamp. 07720/2023	10.10.341 10			
Plan	: 4ACCOUNT	CK Account Clerk Program	Requir	rement Term: 2235				
S	tudent Succ	288						
Mat	ric:	Full Matrc						
Infor	rmed Goal:		~					
Appl	ication Goal:	Prepare for a new career (acquire job skills)						
	Drientation	Assessment	CE Ed Plan					
Ass	essment							
				Test	Results			
Math	n:	Writing: Reading:	ESOL:	Other Methods:				
	Measure: Ye	;						
	er Services							
	Counseling Se			Career Placement				
	Other Orientat	on Other Follow U	lp					



STEP Instructions

Counselor Sample	er Search				
My Advisees Student Center Ge	neral Info <u>T</u> ransfer C	Credit A <u>c</u> ademi	cs Student Success		
Wednesday Addams CE	555			1 2	Unofficial Transcript Advising Notes Enrollment Limits
				Find View All First	🜒 1 of 2 🕟 Last
*Reporting Term: 2235 Q Su	ITTITIET 2023	Effective Date: Last Updated:	07/20/2023 CSBATCH	Effective Sequence: 1 Date/Time Stamp: 07/20/2023 1	• -
Student Information					
Plan: 4ACCOUNTCK Account Cle	erk Program			Requirement Term: 2235	

STEP	Instructions
7)	You will be directed to the Checklist Management Page. On the Checklist Management 1 tab: A. Enter the Administrative Function = GEN. B. Enter Checklist Code .
,	Note: If you are unsure of the Checklist Code, review the Onboarding Handout.
	Click the Save button.

Checklist Management 1 Checklist Management 2	
Name: Addams,Wednesday	ID 555
Checklist Date Time 01/09/2024 9:45:02AM	Variable Data
*Academic Institution San Diego Community Coll *Checklist Code	Dist V
*Status Initiated V	Status Date 01/09/2024
Due Amount	Currency Code
Comments	
Save E Notify	📑 Add 🗾 Update/Display



STEP	Instructions		
8)	OPTIONAL: You can review the Checklist Man Do List (Checklist).	agement 2 tab to see all the items the items the second se	nat make up a To
Checklist M	Aanagement 1 Checklist Management 2		
Name: Add	ams,Wednesday ID 555		
	Checklist Date Time 01/09/2024 9:45:02AM		
	Administrative Function General	Status Initiated	
	Academic Institution San Diego Community Coll Dist	Status Date 01/09/2024	
	Checklist Code CTE Students	Due Date 07/07/2024	
Check	list Item Table		
*Sequ		*Status Date *Due Date ✓ 01/09/2024 07/07/2024	
	Name		
Save	Return to Search The Previous in List Next in List Notify		📑 Add 🖉 Update/Display
STEP	Instructions		
9)	End of Process.		

Job Aid