



# ASSIGNING STUDENT TO-DO LISTS

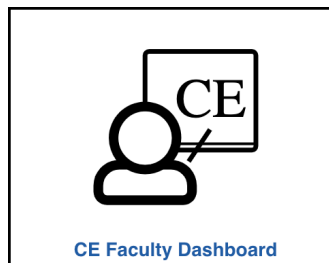
BUSINESS PROCESS: *ONBOARDING*

MODULE: COLLEGE OF *CONTINUING EDUCATION COUNSELING*

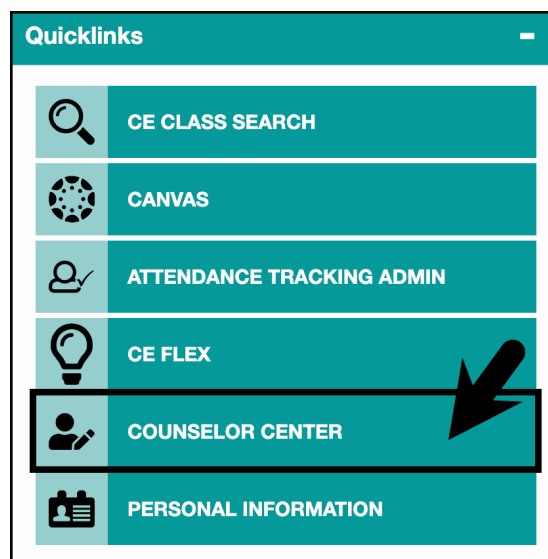
## INSTRUCTIONS

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 [Viewing Student To-Do Lists job aid](#).

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



STEP	Instructions
2)	In the <b>Quicklinks</b> section, click on the <b>Counselor Center</b> link.







STEP	Instructions
5)	You will be directed to the <b>Student Success</b> page for the student.

Counselor Sample

Faculty Center | **Counselor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics | **Student Success**

Cont Educ

Wednesday Addams 555

CE Unofficial Transcript  
Advising Notes  
Enrollment Limits

Find | View All First 1 of 2 Last

\*Reporting Term: 2235 Summer 2023      Effective Date: 07/20/2023      Effective Sequence: 1  
 Last Updated: CSBATCH      Date/Time Stamp: 07/20/2023 10:18:34PM

**Student Information**

Plan: 4ACCOUNTCK Account Clerk Program      Requirement Term: 2235

**Student Success**

Matric: Full Matr

Informed Goal:

Application Goal: Prepare for a new career (acquire job skills)

Orientation       Assessment       CE Ed Plan

**Assessment**

[Test Results](#)


Math:       Writing:       Reading:       ESOL:       Other Methods:

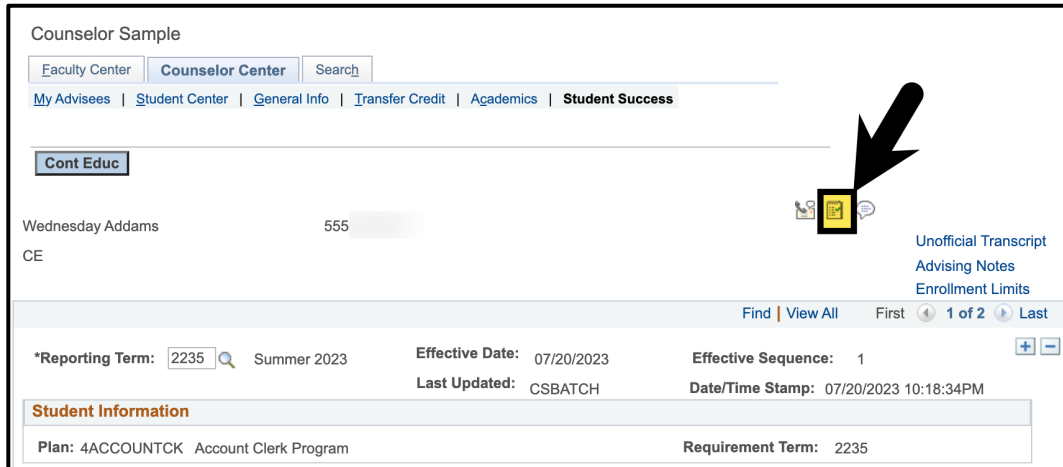
Alt Measure: Yes

**Other Services**

Counseling Services       Ed Plan Update       Career Placement  
 Other Orientation       Other Follow Up



STEP	Instructions
6)	Click on the <b>Checklist icon</b> . 



Counselor Sample

Faculty Center | **Counselor Center** | Search

My Advisees | Student Center | General Info | Transfer Credit | Academics | **Student Success**

Cont Educ

Wednesday Addams 555

CE

Unofficial Transcript  
Advising Notes  
Enrollment Limits

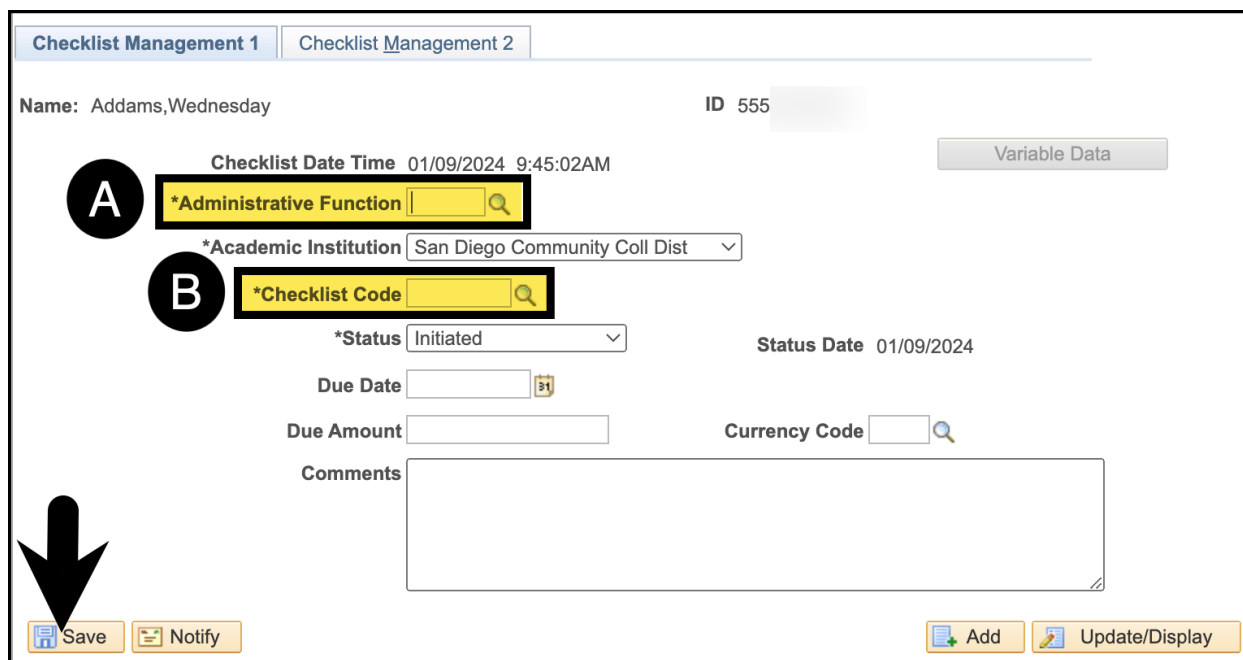
Find | View All First 1 of 2 Last

\*Reporting Term: 2235 Summer 2023 Effective Date: 07/20/2023 Effective Sequence: 1  
Last Updated: CSBATCH Date/Time Stamp: 07/20/2023 10:18:34PM

**Student Information**

Plan: 4ACCOUNTCK Account Clerk Program Requirement Term: 2235

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



Checklist Management 1 | Checklist Management 2

Name: Addams, Wednesday ID 555


Checklist Date Time 01/09/2024 9:45:02AM Variable Data

**A** \*Administrative Function |

\*Academic Institution San Diego Community Coll Dist





**B** \*Checklist Code |

\*Status Initiated Status Date 01/09/2024

Due Date  

Due Amount  Currency Code

Comments

 Save  Notify  Add  Update/Display



STEP	Instructions
8)	<b>OPTIONAL:</b> You can review the <b>Checklist Management 2 tab</b> to see all the items that make up a To Do List (Checklist).

Checklist Management 1
Checklist Management 2

Name: Addams, 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

**Checklist Item Table**

*Sequence	*Item	*Status	*Status Date	*Due Date
100	CORIEN <input type="text" value="CEORIEN"/>	Initiated	01/09/2024	07/07/2024

Responsible ID

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

STEP	Instructions
9)	End of Process.