![San Diego Community College District logo]

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Job Aid

VIEWING STUDENT TO-DO LISTS

BUSINESS PROCESS: *ONBOARDING*
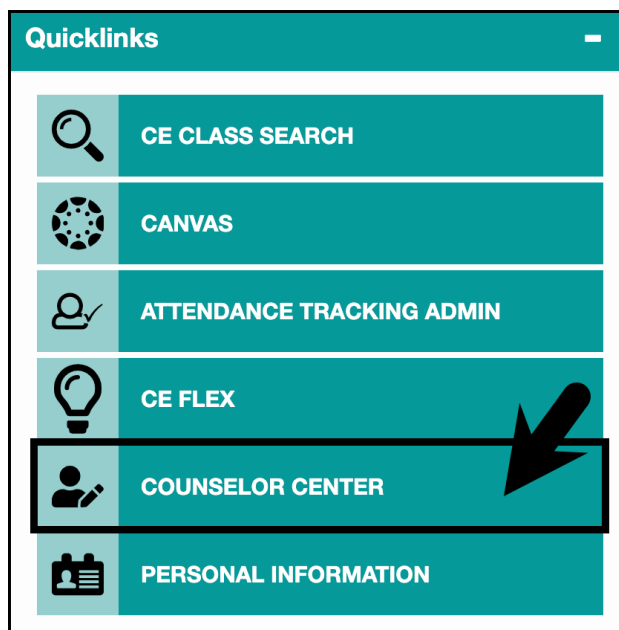MODULE: COLLEGE OF *CONTINUING EDUCATION COUNSELING*

INSTRUCTIONS

This Job Aid will go over the process to view a student's To Do List (Checklist) in Campus Solutions.

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

CE Faculty Dashboard
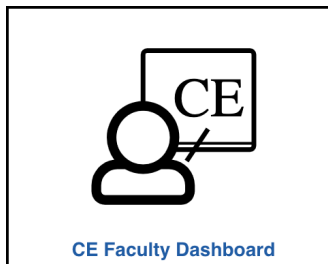
STEP	Instructions
2)	In the **Quicklinks** section, click on the **Counselor Center** link.

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**.

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

STEP	Instructions
5)	You will be directed to the **Student Success 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 Matrc

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 **Student Center tab**.

STEP	Instructions
7)	Student To-Do Lists will be displayed in the **To Do List box**. Click the **More link** for more detail.

STEP	Instructions
8)	Click on the **To-Do List Item** to view the **To-Do List Description**.

STEP	Instructions
9)	The To-Do Details page will display the text (Description) shown to students. Click the **Return button** to return to previous page.

STEP	Instructions
10)	Click the **Cancel button** to return to the **Student Center page or** click on a different tab to navigate to a different page.

STEP	Instructions
11)	End of Process.