

## **VIEWING STUDENT TO-DO LISTS**

BUSINESS PROCESS: ONBOARDING MODULE: COLLEGE OF CONTINUING EDUCATION COUNSELING

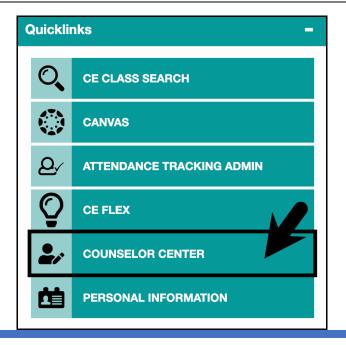
#### INSTRUCTIONS

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 <b>CE Faculty Dashboard tile</b> .



STEP	Instructions
2)	In the <b>Quicklinks</b> section, click on the <b>Counselor Center</b> 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 S	earch. Leave fields blank for a list of all values.
Find an Existing Value	
Search Criteria	
ID begins with ∨           Academic Institution begins with ∨	Search by
Academic Career begins with Last Name begins with First Name begins with	Student ID number or
Include History	Name
Search Clear Basic Search	Save Search Criteria

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

Find an Existing	Value
Search Criteri	a
ID	0 begins with ∽ 5550183863 Q
Academic Institution	begins with V SDCCD
Academic Career	r begins with ∽
Last Name	e begins with ∽
First Name	begins with V
Include History	
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Search Cle	ear Basic Search 🖾 Save Search Criteria
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View All	First (1-2 of 2 ) Last



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### STEP Instructions

6) Click on the **Student Center tab**.

Counselor Sample								
Eaculty Center	er Counselor (	Center Search						
My Advisees	Student Center	General Info   Transfer Credit   Academics   Student Success						
7								

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

Counselor Sample										
Eaculty Center         Counselor Center         Search										
My Advisees Student Center General Info   Transfer Credit   Academics   Student Success										
Advisee Student Center										
Wednesday Addams										
Academics				✓ Holds						
My Class Schedule Shopping Cart	🛐 Dead	llines 😡 URL 💽	•	No Holds.						
My Planner	Spring	g 2024 Schedule	To Do List							
		Class	Schedule							
Other Academic Links	3	ACCT 502-7001 LLB (55800)	MoWe 8:00AM - 10:00AM West City - 124	SDCCE Student Orientation						
			Weekly Schedule Veekly Schedule	More <b>•</b>						
				▼ Milestones						
Personal Information				No Milestones						
Demographic Data	Contac	t Information								
Emergency Contact		Address	Home Address	Enrollment Dates						
		Camino Del Rio South Diego, CA 92108	None	Open Enrollment Dates						
	Primar	y Phone	Personal Email							

## Job Aid



# Job Aid

#### STEP Instructions

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

Eaculty Center         Counselor Center         Search           My Advisees         Student Center         General Info         Transfer Credit         Academics         Student Success								
Advisee To	Dos							
Wednes	day Addam	S						
Item List								
To Do Item	Due Date	Status	Institution	Administrative Function				
SDCCE Student Orientation	07/07/2024	Initiated	San Diego Community Coll Dist	General				

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

To Do Details	
To Do List	
To Do Item Detail	
Wednesday Addams	
SDCCE Student Orientation	
Contact	
	San Diego Community Coll Dist
Admin Function	General 07/07/2024
	Counselor Sample
oonaot	
Description	
Complete New Student Orientation	
	Student Services orientation before enrolling complete the orientation or visit a Welcome Center
SDCCE Orientation: https://www.go2orienta	ation.com/sdcce
Find campus locations at https://sdcce.edu	/organization/campuses
Once completed, your record will be update	ed upon verification of completing requirements.
Return	
Return	



#### 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.

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nsfer Credit   A <u>c</u> ademics   <u>S</u>	
	Student Success
nstitution	Administrative Function
San Diego Community Coll Dist	General
	San Diego Community Coll

STEP	Instructions
11)	End of Process.