



VIEWING STUDENT TO-DO LISTS

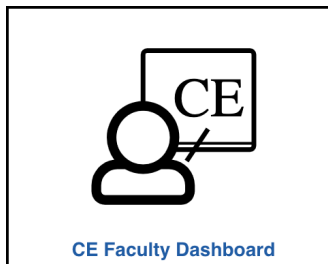
BUSINESS PROCESS: *ONBOARDING*

MODULE: COLLEGE OF *CONTINUING EDUCATION COUNSELING*

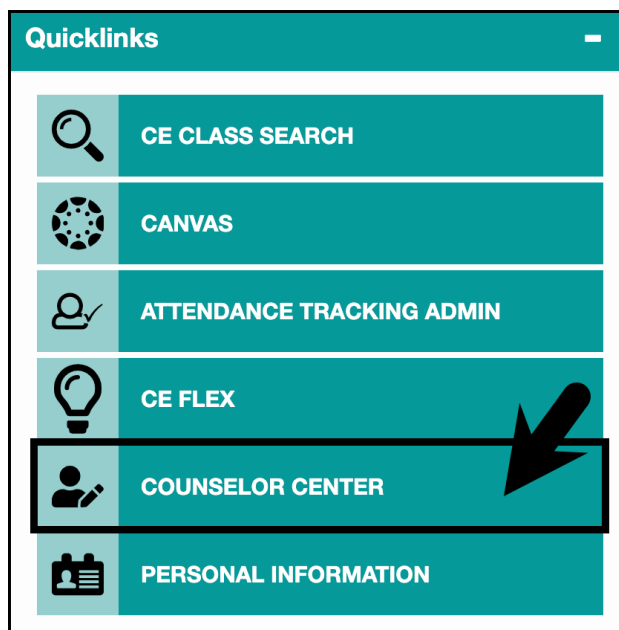
INSTRUCTIONS

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. |



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





| 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 Matr
Informed Goal:

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

Orientation Assessment CE Ed Plan

Assessment

Math: Writing: Reading: ESOL: Other Methods: Test Results

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. |

Counselor Sample

Faculty Center | **Counselor Center** | Search

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

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

Counselor Sample

Faculty Center | **Counselor Center** | Search

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

Advisee Student Center

Wednesday Addams

Academics

My Class Schedule
Shopping Cart
My Planner

Other Academic Links

Deadlines | URL

Spring 2024 Schedule

| Class | Schedule |
|------------------------------|--|
| ACCT 502-7001 LLB (55800) | MoWe 8:00AM - 10:00AM West City - 124 |

Weekly Schedule ▶

Personal Information

Demographic Data
Emergency Contact

Contact Information

| | |
|--|-----------------------------|
| Mailing Address 3375 Camino Del Rio South San Diego, CA 92108 | Home Address None |
| Primary Phone | Personal Email |

Holds

No Holds.

To Do List

SDCCE Student Orientation

More ▶

Milestones

No Milestones

Enrollment Dates

Open Enrollment Dates



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

Counselor Sample

Faculty Center | **Counselor Center** | Search

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#) | [Student Success](#)

Advisee To Dos

Wednesday Addams

Item List

| To Do Item | Due Date | Status | Institution | Administrative Function |
|---------------------------|------------|-----------|-------------------------------|-------------------------|
| SDCCE Student Orientation | 07/07/2024 | Initiated | San Diego Community Coll Dist | General |

[Go to top](#)

| 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. |

To Do Details

[To Do List](#)

To Do Item Detail

Wednesday Addams

SDCCE Student Orientation

Contact

Institution San Diego Community Coll Dist
Admin Function General
Due Date 07/07/2024
Contact Counselor Sample

Description

Complete New Student Orientation

New students should complete the SDCCE Student Services orientation before enrolling in classes. Please click on the link below to complete the orientation or visit a Welcome Center at any SDCCE campus for help.

SDCCE Orientation: <https://www.go2orientation.com/sdcce>

Find campus locations at <https://sdcce.edu/organization/campuses>

Once completed, your record will be updated upon verification of completing requirements.

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. |

Counselor Sample

[Faculty Center](#) | **Counselor Center** | [Search](#)

[My Advisees](#) | **Student Center** | [General Info](#) | [Transfer Credit](#) | [Academics](#) | [Student Success](#)

Advisee To Dos


Wednesday Addams

Item List

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[Go to top](#)

Cancel



| STEP | Instructions |
|------|-----------------|
| 11) | End of Process. |