



## Assigning To-Dos

### To-Dos

The “To-Do” function of Starfish allows faculty and staff to assign tasks to students for them to complete. To-dos are generally academic in nature. This feature provides the capability to track each assigned task and allows for appropriate faculty/staff to follow up and close the feedback loop once a student has completed the task. It also includes the option to assign a deadline for when the student is expected to have the task completed. This is designed to provide faculty/staff with a quick way to not only assign specific tasks to students, but to also notify other faculty and/or staff who may need to be aware that those tasks have been assigned. A notification will be sent to both the student and the faculty/staff who have viewing capability of each to-do when assigned.

To-Do Name	When is this used?	Who can raise?	Who can view?
Attend Exam Preparation Session	Assign this to-do when you want a student to attend a session with the Coordinator for Academic Success to prepare for exams.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Attend Group Help Session	Assign this to-do when you want a student to attend a group help session for a particular subject.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Attend Study Skills Session	Assign this to-do when you want a student to attend a session with the Coordinator for Academic Success to focus on improving study skills.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Attend Time Management Session	Assign this to-do when you want a student to attend a session with the Coordinator for Academic Success to learn time	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for</li> </ul>

	management skills.	<ul style="list-style-type: none"> <li>● Athletics Office (if student is an athlete)</li> </ul>	<p>Academic Success</p> <ul style="list-style-type: none"> <li>● Athletics Office (if student is an athlete)</li> </ul>
Complete Medical Forms	Assign this to-do when you want a student to complete their medical forms.	<ul style="list-style-type: none"> <li>● Campus Life Deans</li> <li>● Career Development</li> <li>● Residence Life</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Campus Life Deans</li> <li>● Career Development</li> <li>● Residence Life</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Meet with Coordinator for Academic Success	Assign this to-do when you want a student to meet with the Coordinator for Academic Success.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Meet with Your Advisor	Assign this to-do when you want a student to meet with their academic advisor.	<ul style="list-style-type: none"> <li>● Any member of faculty or staff</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> <li>● Campus Life Deans</li> <li>● Career Development</li> </ul>
Meet with Your Instructor	Assign this to-do when you want a student to meet with their instructor in a specific course.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Course Instructor</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Course Instructor</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Review Academic Success Plan	Assign this to-do when you want a student to review their Academic Success Plan with the Coordinator for Academic Success.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Schedule Appointment with Writing Center	Assign this to-do when you want a student to schedule an appointment with the Writing Center.	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructor</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> <li>● Provost's Office</li> <li>● Instructor</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> </ul>
Set Up Your Starfish Profile	Assign this to-do when you	<ul style="list-style-type: none"> <li>● Any member of faculty</li> </ul>	<ul style="list-style-type: none"> <li>● Student</li> </ul>

	<p>want a student to set up their Starfish profile.</p>	<p>or staff</p>	<ul style="list-style-type: none"> <li>● Provost's Office</li> <li>● Instructors</li> <li>● Academic Advisor</li> <li>● Coordinator for Academic Success</li> <li>● Athletics Office (if student is an athlete)</li> <li>● Career Development</li> </ul>
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