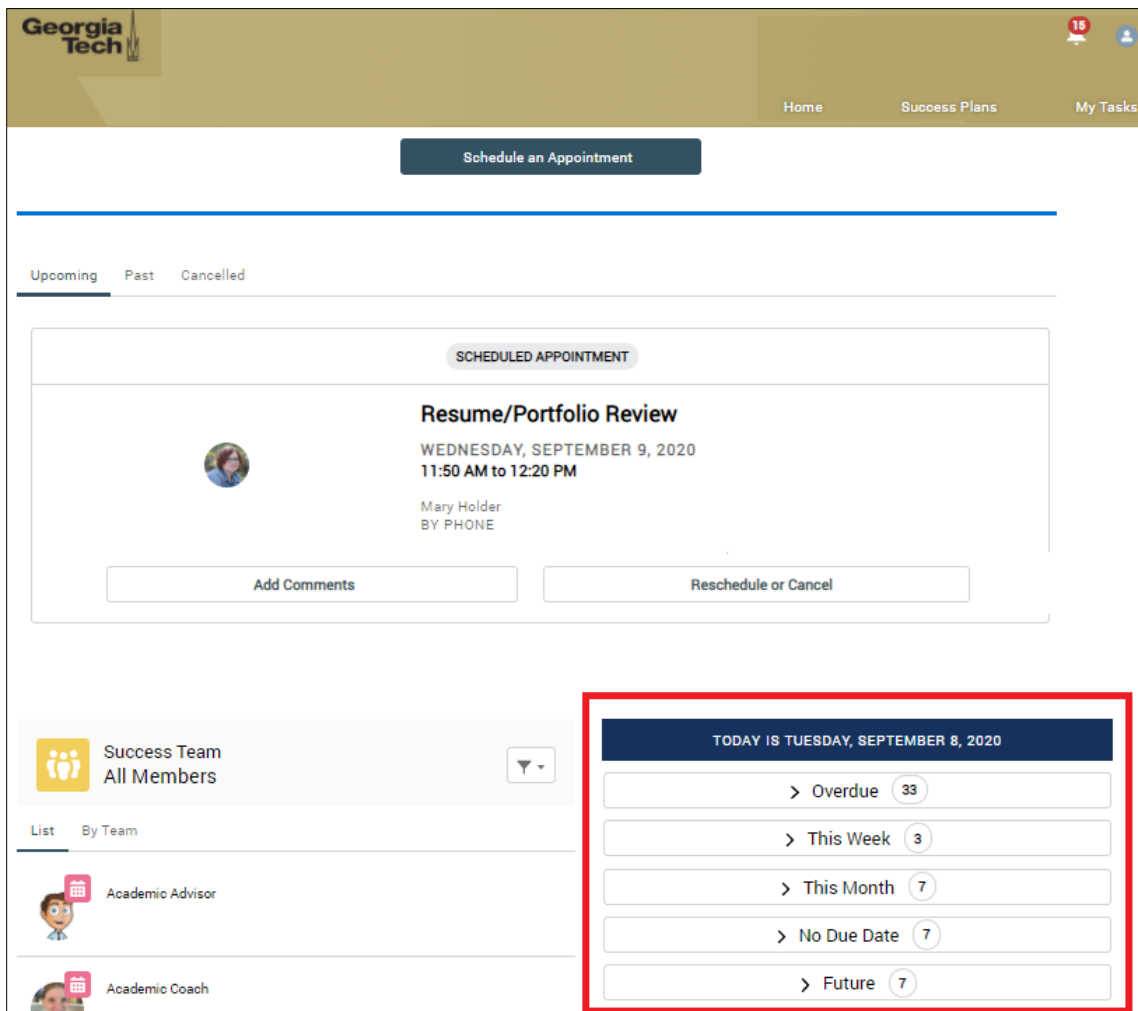# Tasks

Overview

Help advisees do things like complete their first-semester onboarding, apply to a study abroad program, or get off academic probation—and help advisors keep an eye on advisees' progress

1. Select task to view details.
   - **Overdue** – Due date will be highlighted in red.
   - **This Week** – Due within next seven days.
   - **No Due Date** – Due date is blank.
   - **Future** – Due date indicated in the future.
   - **Competed** – Shows completed date.

2. Select the drop-down arrow to view the details of the specific task.

TODAY IS MONDAY, AUGUST 24, 2020

	⌄ Overdue	22			

	Subj... ⌄	Suc... ⌄	Stat... ⌄	Prio... ⌄	Due... ⌄	
☐	Gather i...	Explorin...	Open	Normal	6/22/20...	▼
☐	Researc...	Explorin...	Open	Normal	7	View
☐	Researc...	Explorin...	Open	Normal	7/9/2020	▼
☐	Researc...	Adding ...	Open	Normal	7/17/20...	▼
☐	Compet...	Explorin...	Open	Normal	7/20/20...	▼

3. View task information such as the subject, reminders, and comments.

⌄ Task Information

Subject	Type
Gather information about possible majors via Exploratory Canvas	Research

Assigned To	Reminder Set
👤 Sofia Student	No reminder is set

Name	Due Date
Sofia Middle Name Student	6/22/2020

	Related To
	Exploring/Changing Your Major

Comments
Depending on where the student is in the process would determine if these first few items can be marked as compelet or N/A

⌄ Additional Information

Priority
Normal

Status
Open

⌄ System Information

Created By	Last Modified By
👤 Kristi Mehaffey, 6/15/2020 3:21 PM	👤 Kristi Mehaffey, 6/15/2020 3:21 PM

4. To mark a task complete select the check box.

TODAY IS MONDAY, AUGUST 24, 2020

	Subj... ⌄	Suc... ⌄	Stat... ⌄	Prio... ⌄	Due... ⌄	
☐	Gather i...	Explorin...	Open	Normal	6/22/20...	▼
☐	Researc...	Explorin...	Open	Normal	7/3/2020	▼
☐	Researc...	Explorin...	Open	Normal	7/9/2020	▼
☐	Researc...	Adding ...	Open	Normal	7/17/20...	▼
☐	Compet...	Explorin...	Open	Normal	7/20/20...	▼
☐	Researc...	Adding ...	Open	Normal	7/24/20...	▼

5. Once the box is checked another box will appear you will choose completed and select save. The task will be removed from the overdue section to the completed.

Choose a Status

○ Completed

Cancel   Save