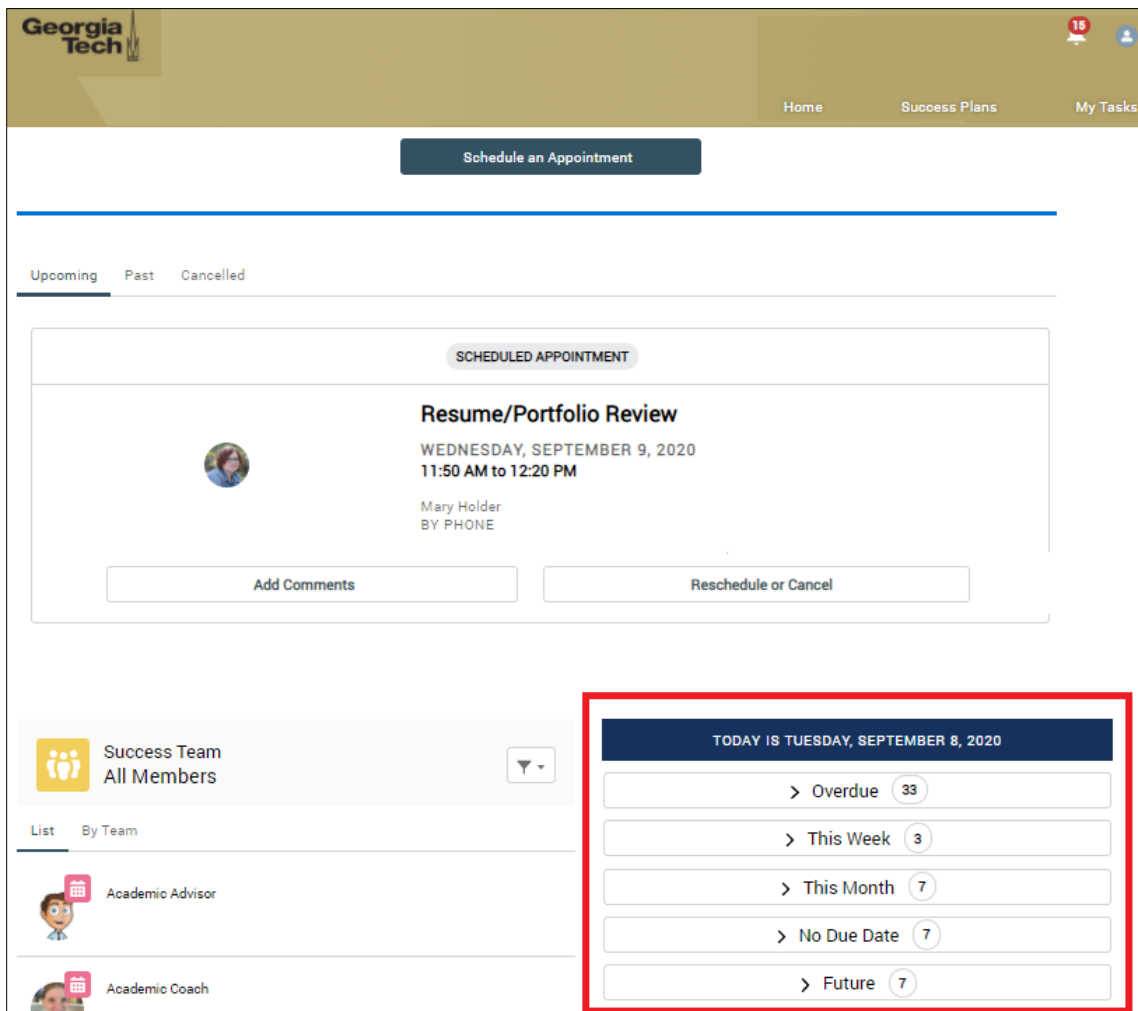


# Tasks

## 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

- 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.
  - Completed** – Shows completed date.



The screenshot shows the Georgia Tech Success Center interface. At the top, there is a navigation bar with 'Home', 'Success Plans', and 'My Tasks'. Below this is a 'Schedule an Appointment' button. The main content area shows a 'SCHEDULED APPOINTMENT' for 'Resume/Portfolio Review' on Wednesday, September 9, 2020, from 11:50 AM to 12:20 PM, with 'Mary Holder' as the contact 'BY PHONE'. There are buttons for 'Add Comments' and 'Reschedule or Cancel'. On the left, there is a sidebar for 'Success Team All Members' with filters for 'List' and 'By Team', and icons for 'Academic Advisor' and 'Academic Coach'. On the right, a red-bordered box highlights a filter menu for 'TODAY IS TUESDAY, SEPTEMBER 8, 2020' with the following counts: Overdue (33), This Week (3), This Month (7), No Due Date (7), and Future (7).



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

TODAY IS MONDAY, AUGUST 24, 2020

Overdue 22

<input type="checkbox"/>	Subj... ▾	Suc... ▾	Stat... ▾	Prio... ▾	Due... ▾	
<input type="checkbox"/>	Gather i...	Explorin...	Open	Normal	6/22/20...	▾
<input type="checkbox"/>	Researc...	Explorin...	Open	Normal	7/...	View
<input type="checkbox"/>	Researc...	Explorin...	Open	Normal	7/9/2020	▾
<input type="checkbox"/>	Researc...	Adding ...	Open	Normal	7/17/20...	▾
<input type="checkbox"/>	Compet...	Explorin...	Open	Normal	7/20/20...	▾

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

Task Information

Subject	Gather information about possible majors via Exploratory Canvas	Type	Research
Assigned To	Sofia Student	Reminder Set	No reminder is set
Name	Sofia Middle Name Student	Due Date	6/22/2020
		Related To	<a href="#">Exploring/Changing Your Major</a>

Comments

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

Additional Information

Priority	Normal
Status	Open

System Information

Created By	Kristi Mehaffey, 6/15/2020 3:21 PM	Last Modified By	Kristi Mehaffey, 6/15/2020 3:21 PM
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4. To mark a task complete select the check box.

TODAY IS MONDAY, AUGUST 24, 2020

▼ Overdue 22

<input type="checkbox"/>	Subj... ▼	Suc... ▼	Stat... ▼	Prio... ▼	Due... ▼	
<input checked="" type="checkbox"/>	Gather i...	Explorin...	Open	Normal	6/22/20...	▼
<input type="checkbox"/>	Researc...	Explorin...	Open	Normal	7/3/2020	▼
<input type="checkbox"/>	Researc...	Explorin...	Open	Normal	7/9/2020	▼
<input type="checkbox"/>	Researc...	Adding ...	Open	Normal	7/17/20...	▼
<input type="checkbox"/>	Compet...	Explorin...	Open	Normal	7/20/20...	▼
<input type="checkbox"/>	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

Subj... ▼

Gather i...

Researc...

arc...

arc...

pet...

arc...

Obtain s...

Researc...