

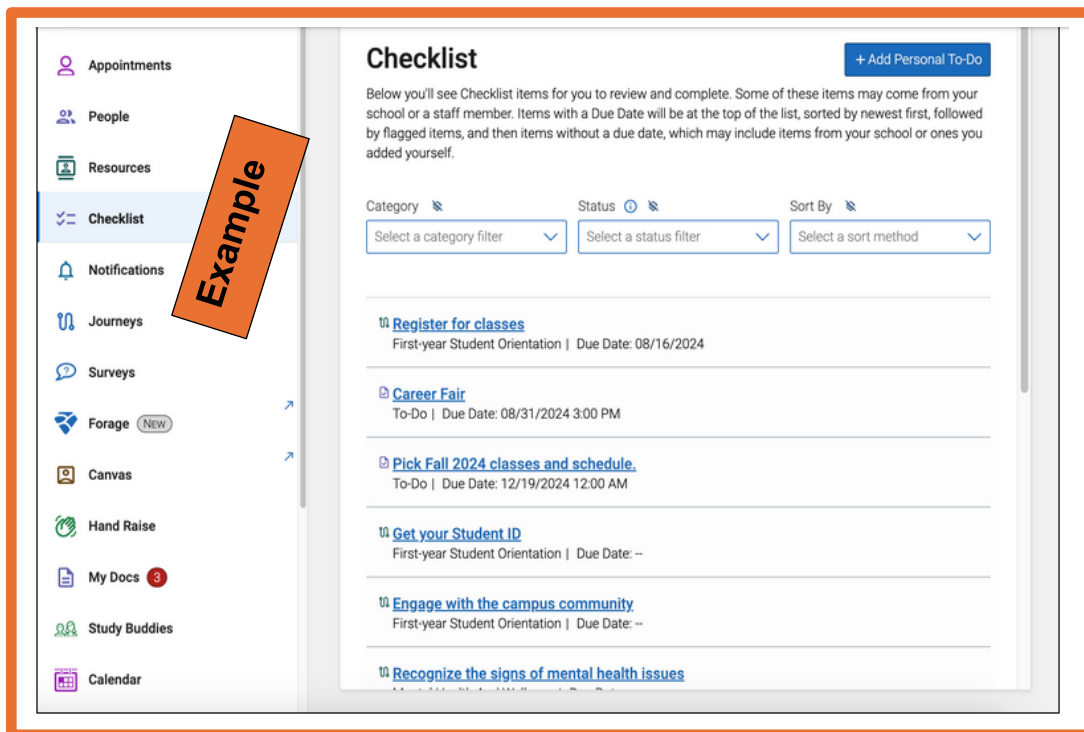
## Navigate: Checklist Feature

**Checklist** lets students view personal To-Do's for students, staff-assigned To-Dos, To-Dos/Events/Tips created in the Content Administration Tool, and Journey Steps as a single list. The page can be accessed via the Checklist icon in Navigate360 Student mobile and desktop.

### Feature Overview

**Checklist** lets students view personal To-Do's for students, staff-assigned To-Dos, To-Dos/Events/Tips created in the Content Administration Tool, and Journey Steps as a single list.

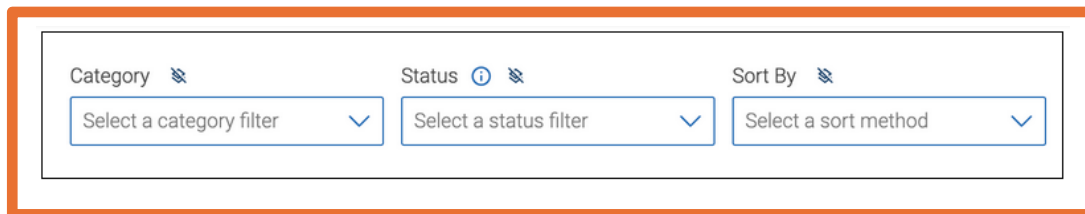
To open the Checklist, select the **Checklist** link on desktop or the **Checklist** icon on mobile.



The default sort on **Checklist** follows these criteria:

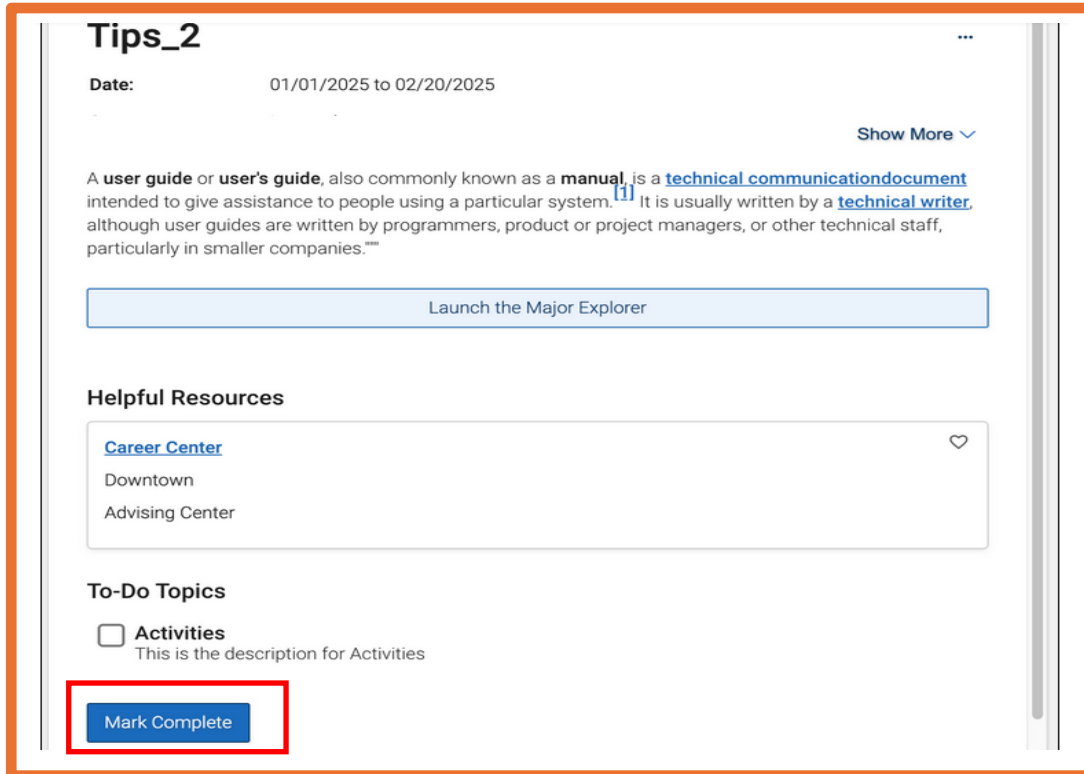
- Items with a due date are sorted by due date, with the closest upcoming deadline shown first.
- After due dates, flagged items display next in the list.
- Finally, items without a due date display last on the checklist.

Students can filter their checklist by category or status. Categories may include the following: To-Do, Personal To-Do, Staff To-Do, Autocomplete To-Do, Tip, Event, and Journey titles. They can also change the sort on their items. These choices will persist if the student opens an item and then returns to the main Checklist.



The screenshot shows a user interface for filtering and sorting a checklist. It features three dropdown menus arranged horizontally. The first dropdown is labeled 'Category' with a filter icon and contains the text 'Select a category filter'. The second dropdown is labeled 'Status' with an information icon and a filter icon, and contains the text 'Select a status filter'. The third dropdown is labeled 'Sort By' with a filter icon and contains the text 'Select a sort method'. Each dropdown has a downward-pointing arrow on its right side. The entire control area is enclosed in a thin black border and highlighted by a thick orange border.

Tips accessed from the Checklist work very similarly to how they work on the To-Dos and Events page, providing resources and allowing the student to add To-Do Topics.



**Tips\_2** ...

Date: 01/01/2025 to 02/20/2025

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A **user guide** or **user's guide**, also commonly known as a **manual**, is a [technical communication document](#) intended to give assistance to people using a particular system.<sup>[1]</sup> It is usually written by a [technical writer](#), although user guides are written by programmers, product or project managers, or other technical staff, particularly in smaller companies.<sup>""</sup>

Launch the Major Explorer

**Helpful Resources**

[Career Center](#) ♥

Downtown

Advising Center

**To-Do Topics**

**Activities**  
This is the description for Activities

Mark Complete

**Tips** are pieces of advice or suggestions on the best ways to reach graduation, such as *Make sure to get 8 hours of sleep before a midterm, Don't forget your flu shot, and Study in 15-minute increments to boost retention.* They are also a great opportunity to involve students in the content creation process for Navigate360 Student.

Students can also create personal To-Do's on the main Checklist page on desktop or mobile by selecting the **Add a Personal To-Do** option. The standard Add Personal To-Do page opens.

## Add Personal To-Do

Title \*

All Day

False

Date & Time \*

Description

When a student selects a **Checklist** item, an Item page opens. Students see the item's due date (if configured), the start date (for legacy To-Dos), configured content blocks, any resources attached to the item, as well as related topics.

### Register for classes

**Due Date:** August 16, 2024  
**Status:** Incomplete  
**Category:** Step  
**Updated By:** --  
**Updated On:** --  
**Completed By:** --  
**Completed On:** --

[Show Less](#) ^

**Description**  
After you meet with your advisor and discuss your degree plan, you'll register for the semester's courses. The last day to drop or add a course to your schedule is **September 2**. Click the resources below to learn more about registering for courses and planning for the semester ahead.

You can plan and schedule courses directly in Navigate360! Click the Academic Planner icon in the Apps menu to create your multi-term academic plan.

[Learn More About Making an Academic Plan](#) ↗

### Completion Details

Completion Reason

Student Comment

Staff Comment

Students can mark items complete from the item page.

## Sign up for orientation. Learn where to go and who to know. ...

**Due Date:** April 5, 2019

[Show More](#) ∨

Orientation is a service offered to you through the college. All new students are encouraged to attend an orientation session. It is a great way to learn what you need to know to adjust to this new phase in your life. Orientation is offered [\(insert day\(s\) of week\)](#) starting [\(insert start date\)](#). Sessions fill up fast!

[Sign Up Now](#)

**At orientation, you'll learn about many things such as:**

- Expectations in college
- Financial aid and scholarships
- School services that may help you
- Academic advisors and how they can help
- Planning a path through your major
- The basics of building a schedule
- Logging into [\(insert name of member website\)](#)
- Systems and electronic tools used at Woodley
- Managing your time

If you need help, talk to someone at [\(Name of Student Services\)](#) [\(insert link for student services\)](#)

### For More Information

- [\(insert link\(s\) - link name\(s\) should convey benefit to student\)](#)

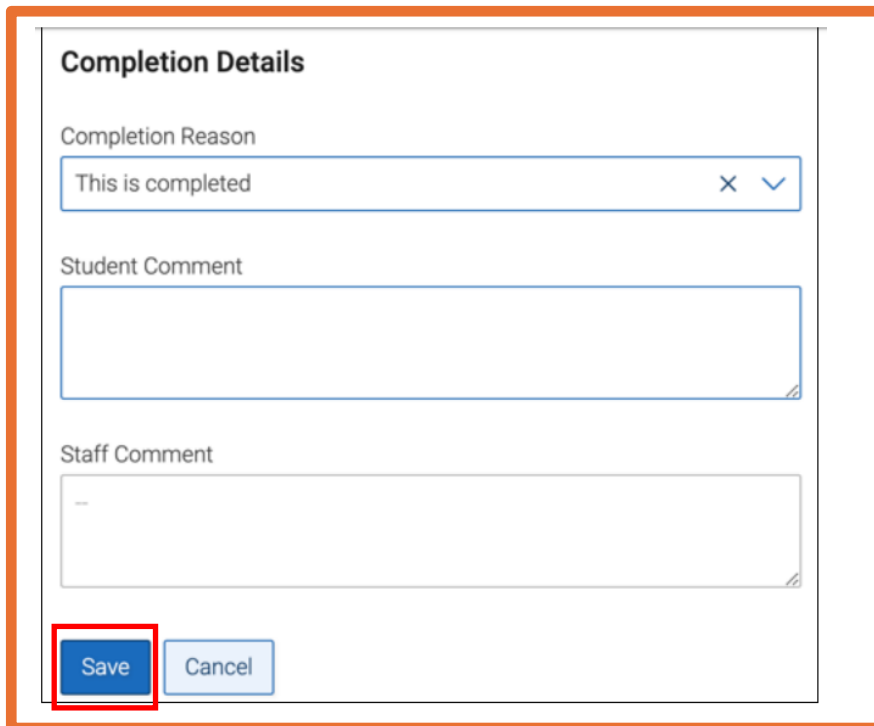
[Mark Complete](#)

Steps for **Journeys** have slightly different options. Students can flag an item and mark it complete with a completion reason.

To flag a Journey step, students select the three-dot menu and select **Flag Item** from the menu.



To mark a Journey step complete, students navigate to the **Completion Details** section of the item, select a Completion Reason, and enter any comments before choosing **Save**.



**Note:** Completion Reasons for Journeys steps have two options by default: **This is completed**, and **This isn't relevant**.