Using a To-Do in Starfish

Raising a To-Do

- After logging into Starfish, you can search students through the upper right hand corner or through the “hamburger” menu:

- Select the My Students tab and double check your Connection to students
• After selecting student(s) and checking the appropriate box(s) click on To-Do

![Image of To-Do button]

Select the To-Do for the student:

![Image of To-Do creation window]

• You can add a Due Date
• You can assign it to yourself (Recommended)
• The comment box has the links and information necessary to complete the task

![Image of To-Do details]

Student View: The student can view this item and the notes entered above.
Permissions: People with the following roles may be able to see this tracking item if they have a relationship with the student(s):
- College Advisor - Arts and Humanities
- Student Success Center Advisor
• **Email** that is generated to student when a To-Do is raised in Starfish:

```
[Starfish] To-Do: Complete Safe@Weber

danieljensen3@weber.edu
4:10 PM (7 minutes ago)  ⭐️  ⬅️  ⬛️

Dear Student’s name,

I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions or want to clear this To-Do item, please reply to this email.

**To-Do:** Complete Safe@Weber
**Comments:** Complete Safe@Weber. to learn about [Campus Safety](#).
**Due Date:** No due date

We care about your success!

Sincerely,

Daniel Jensen

*Completing the task, does not automatically clear the To-Do in your Starfish folder. Please email me to have this task cleared.*
```
Clearing a To-Do

• Once the student informs you that the task is complete, you can clear the To-Do.

Click on the Student’s name to open the Student folder and select the Tracking tab.

• You can add an extra comment, as needed.

Add a comment:

Great Job!