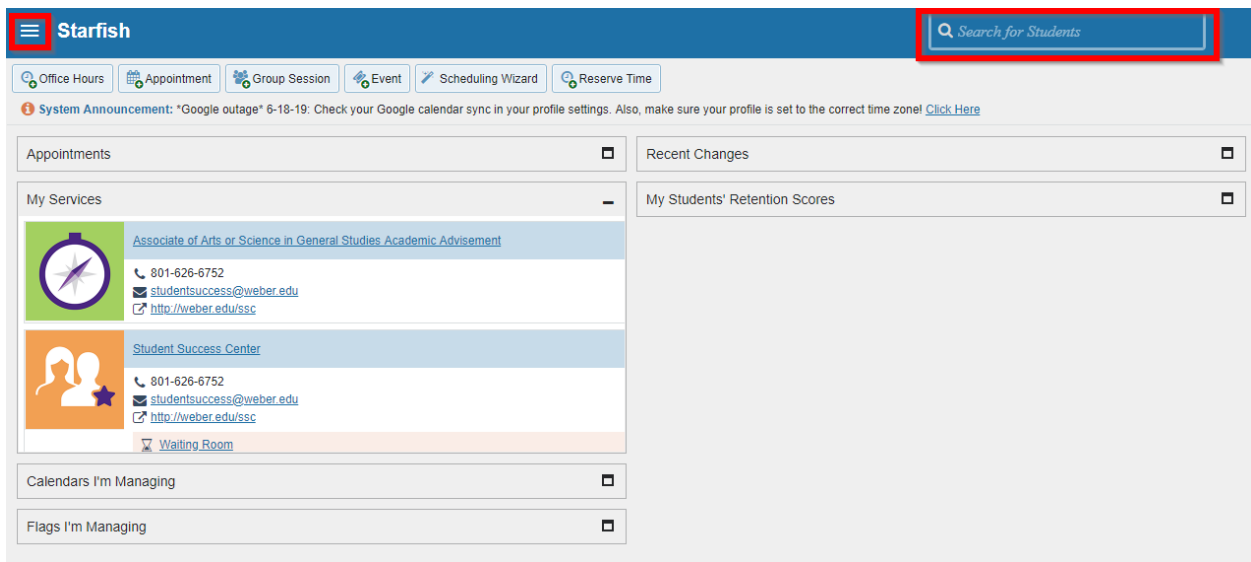


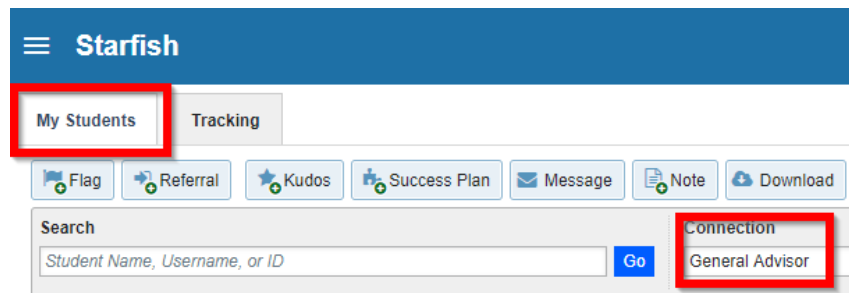
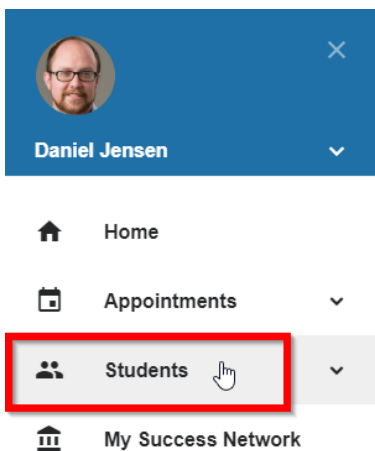
Using a To-Do in Starfish

Raising a To-Do

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



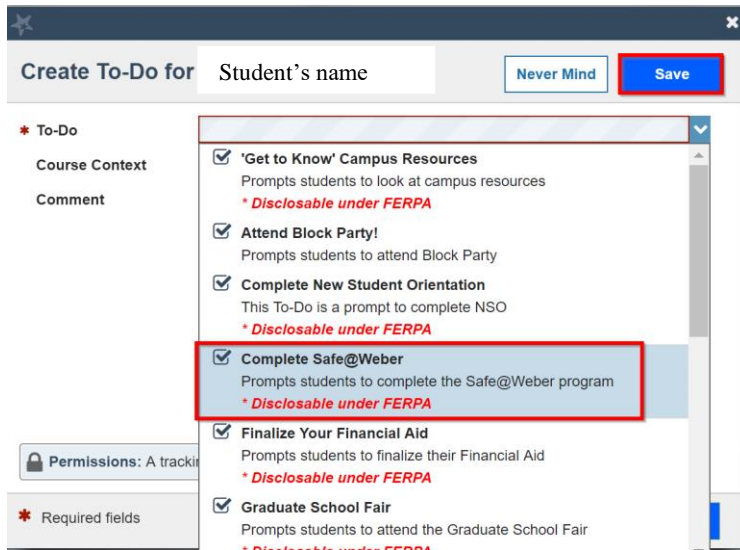
- Select the **My Students** tab and double check your **Connection** to students



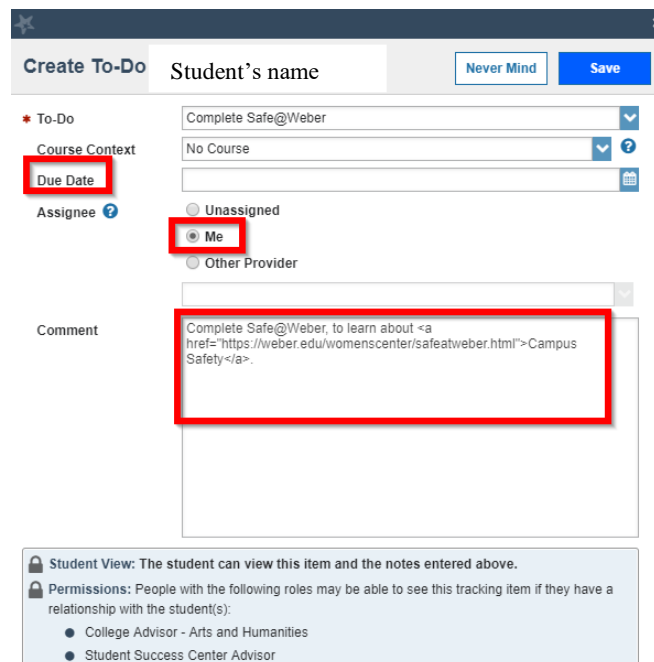
- After selecting student(s) and checking the appropriate box(s) click on To-Do





- Select the **To-Do** for the student:







- 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



- **Email** that is generated to student when a To-Do is raised in Starfish:

[Starfish] To-Do: Complete Safe@Weber Inbox x  

 **danieljensen3@weber.edu** 4:10 PM (7 minutes ago)   

to me ▾

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,

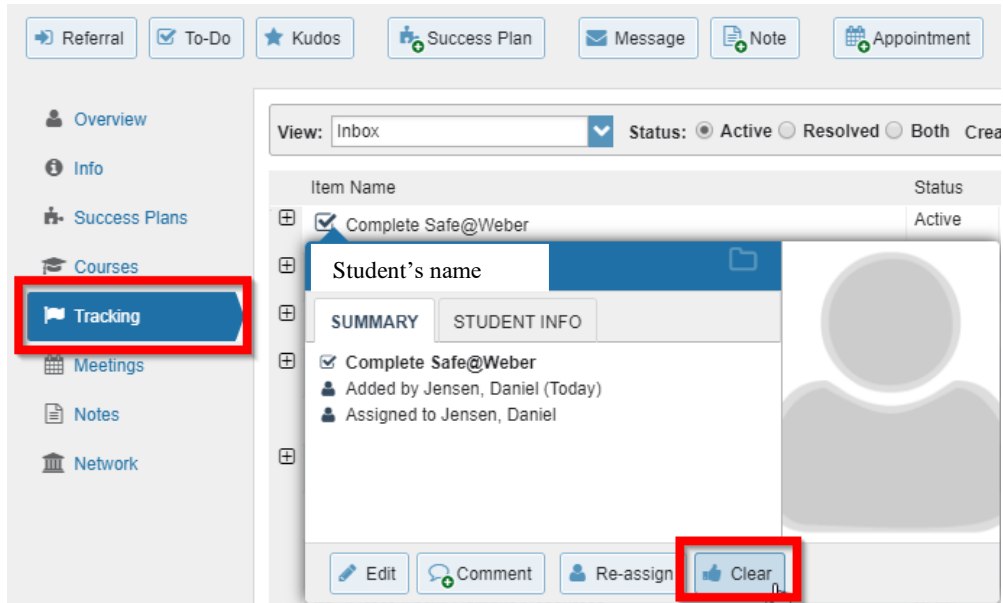
Daniel Jensen

*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

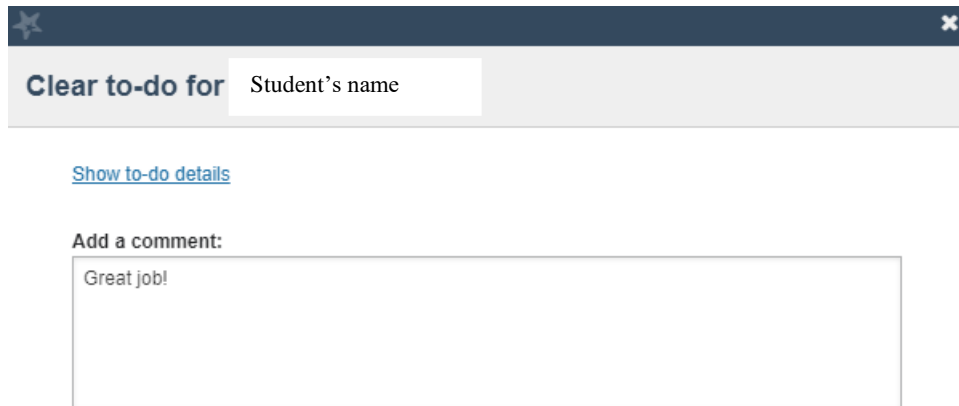
- Once the student informs you that the task is complete, you can **clear** the To-Do

Click on the Student's name to open the Student folder and select the **Tracking** tab

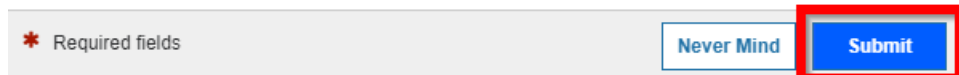


The screenshot shows a software interface with a top navigation bar containing buttons for Referral, To-Do, Kudos, Success Plan, Message, Note, and Appointment. A left sidebar lists Overview, Info, Success Plans, Courses, Tracking (highlighted with a red box), Meetings, Notes, and Network. The main area displays a task list with columns for Item Name and Status. The first task is 'Complete Safe@Weber' with status 'Active'. Below it, a student's name is listed, and a 'Tracking' tab is selected. The task details show 'Complete Safe@Weber' with sub-items 'Added by Jensen, Daniel (Today)' and 'Assigned to Jensen, Daniel'. At the bottom of the details, buttons for Edit, Comment, Re-assign, and Clear (highlighted with a red box) are visible.

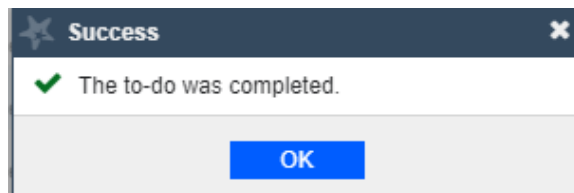
- You can add an extra comment, as needed



The dialog box is titled 'Clear to-do for' and contains the text 'Student's name'. Below this is a link for 'Show to-do details'. Under the heading 'Add a comment:', there is a text input field containing the text 'Great job!'.



At the bottom of the dialog box, there is a 'Required fields' indicator (a red asterisk) and two buttons: 'Never Mind' and 'Submit' (highlighted with a red box).



A 'Success' dialog box is shown with a green checkmark icon and the message 'The to-do was completed.' Below the message is an 'OK' button.