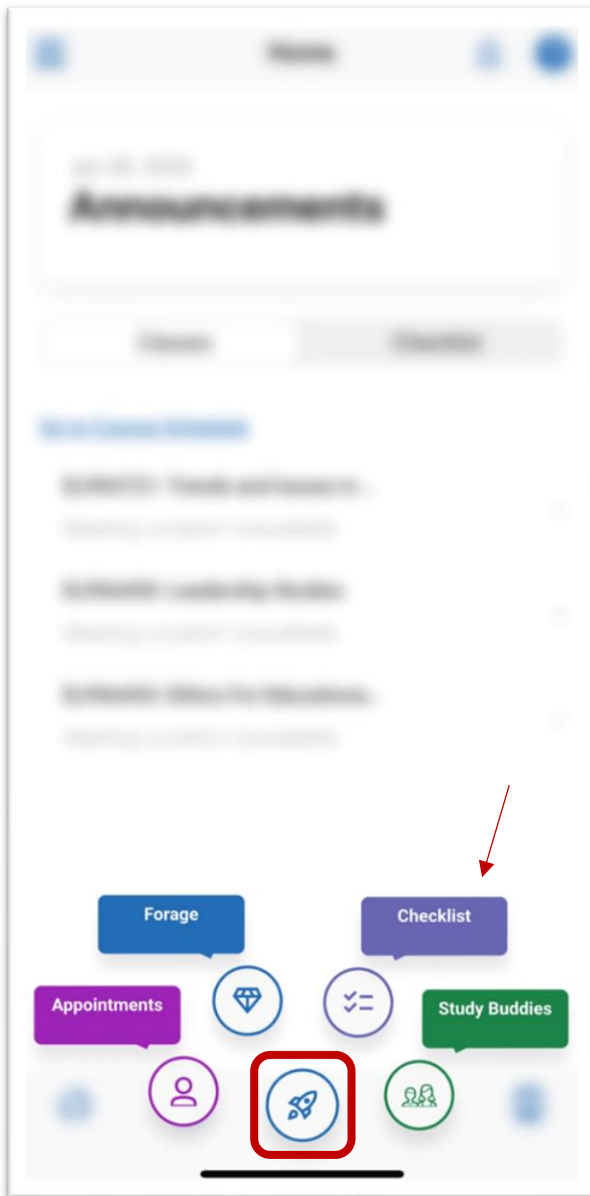# SmartGuidance Navigate360: Checklists
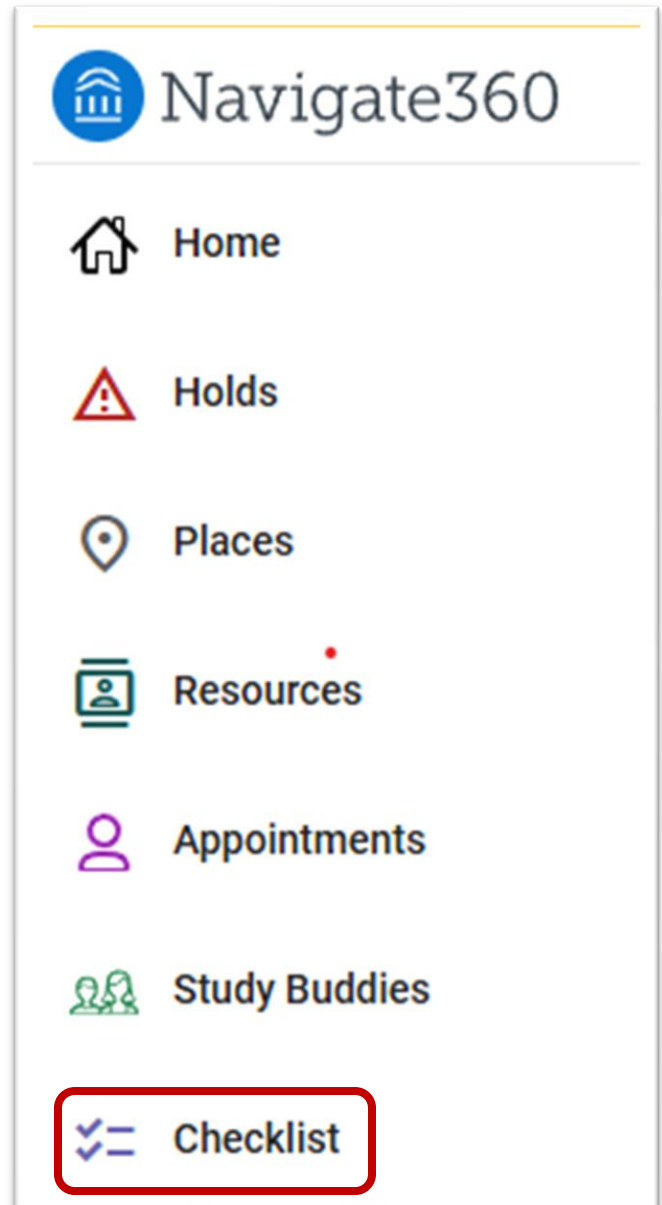
The To-Dos and Events tab contains all student-self and institution created To-Dos and Events a student has upcoming

1. **Access Checklist**
   - Download the Navigate Student app in your app store
   - Log-in using your ETSU username (without the @etsu.edu) and password used for GoldLink
   - Click the Launch icon 🚀 and select the *Checklist* icon or *Checklist* tab on the left side of the desktop site
   - Find information on ETSU created To-Dos and Events or *Create Personal To-Do*
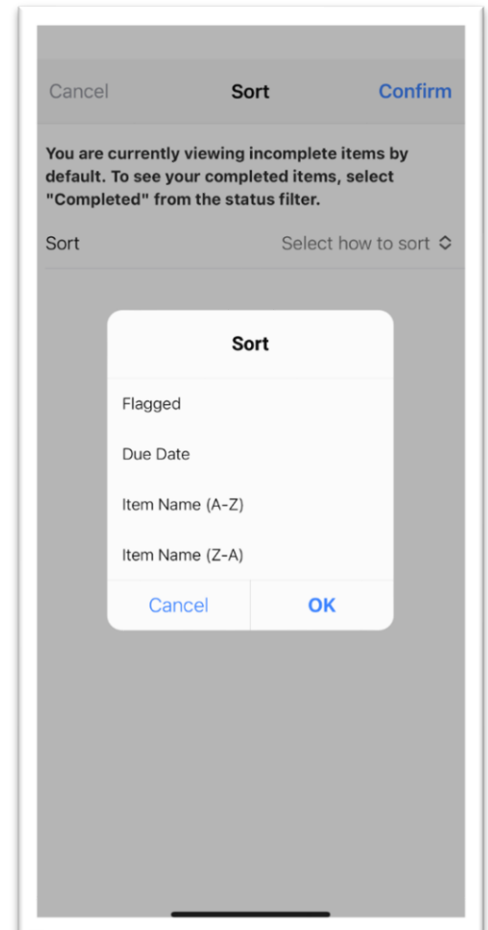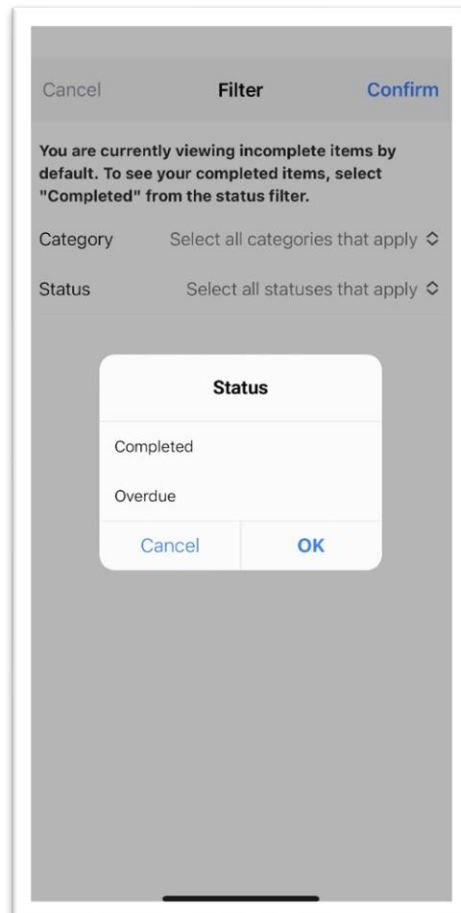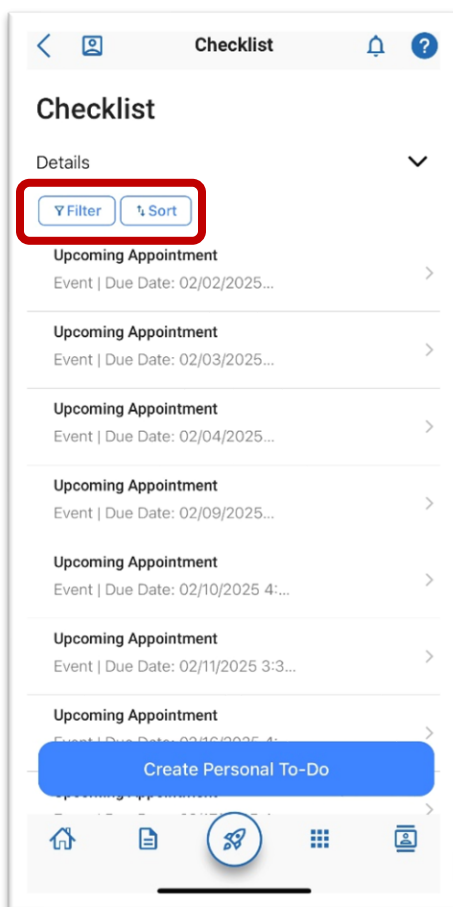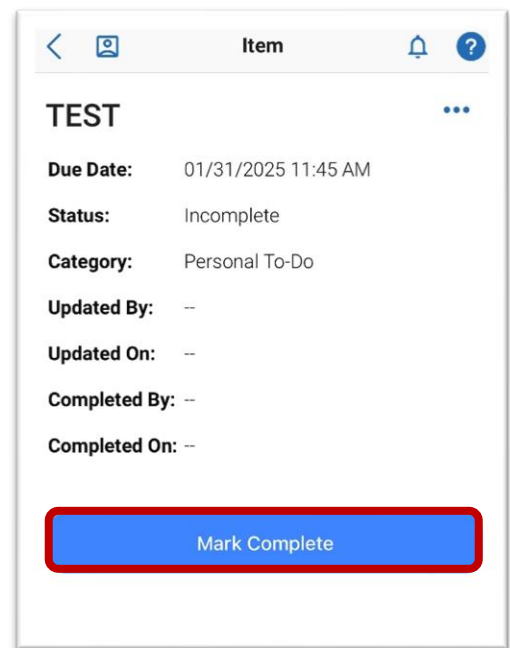

MOBILE

DESKTOP

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SmartGuidance Navigate360: Checklists
The To-Dos and Events tab contains all student-self and institution created To-Dos and Events a student has upcoming

2. **Filter *To-Dos* Using the Funnel ▽ Icon**
   - *To-Do*s can be filtered by status
     - Filter by, *Completed or Overdue*
     - *Overdue To-Dos* are classified when the due date configured has passed and a student has not marked the *To-Do* complete in the app.
   - *To-Dos* with a Due Date will be at the top of the list, sorted by newest first, followed by flagged items, and then items without a due date, which may include *Personal To-dos*.
   - Click *Sort* to sort through *To-Dos* by *Flagged, Due Date, Item Name (A-Z), and Item Name (Z-A).*

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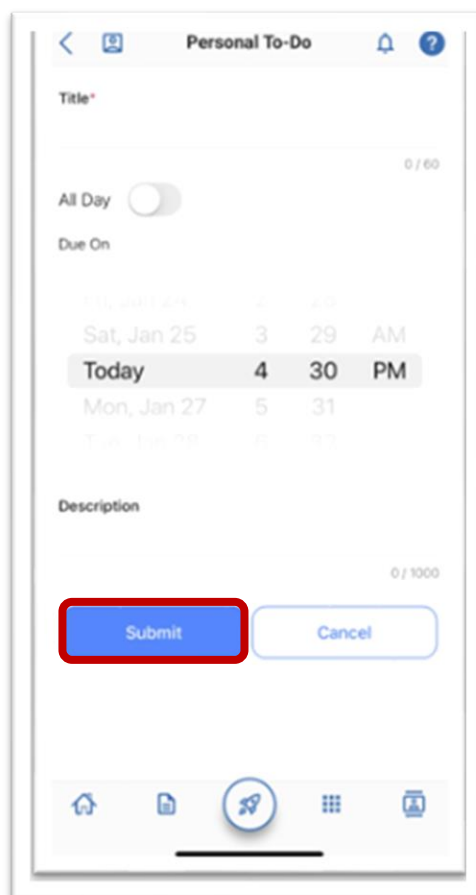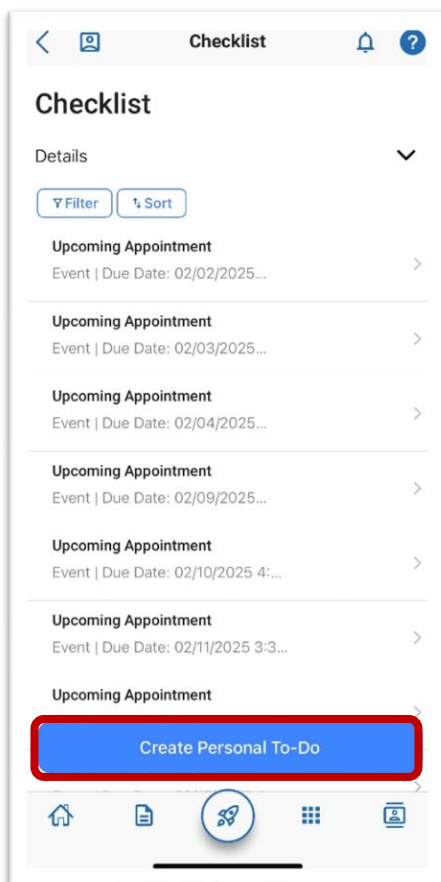
3. **Personal To-Dos**
   o Add a Personal *To-Do* by clicking *Create Personal To-Do*
   o Give your *To-Do* a title, due date and time (if due at a specific time of day), and additional notes
      - **NOTE:** Adding *Personal To-Dos* is a great way to set self-reminders of important tasks to take care of, such as completing the FAFSA, or upcoming homework/major course projects.
   o Click *Submit*
   o To complete a To-Do, click *Mark Complete*
      - **NOTE:** Personal To-Dos can only be viewed by the student
      - **NOTE:** When notifications are sent from Personal To-Dos, students can click on a link from the notification to be taken to the Personal To-Do detail page. Personal To-Dos also appear on a student's priority feed.

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4. Quick Glance

- When opening the app, click *Checklist*. This gives a brief glance of *To-Dos*. Other features such as *Sort* and *Create Personal To-Dos* are not available on this screen.