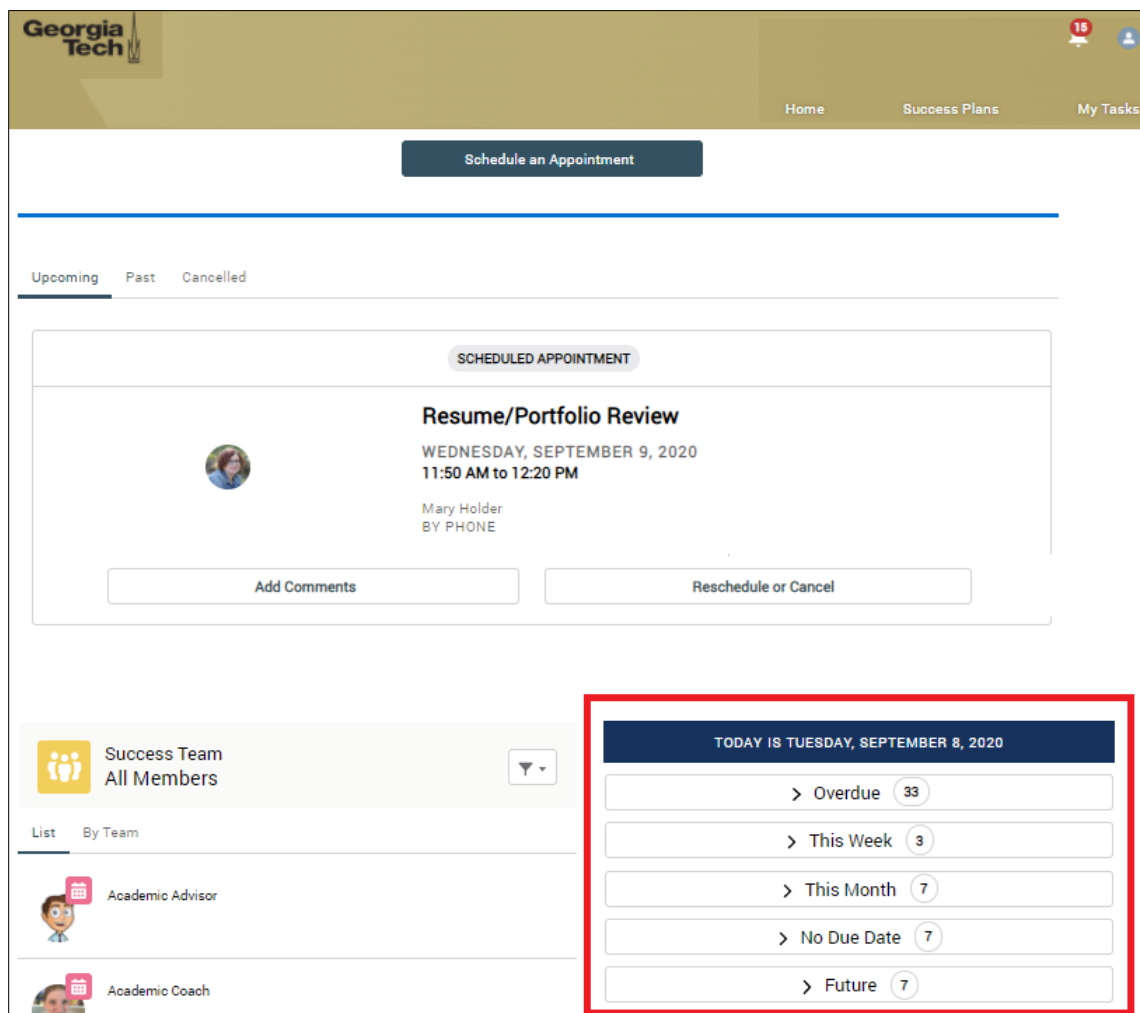


# Tasks

## 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. Below the appointment details are 'Add Comments' and 'Reschedule or Cancel' buttons. On the left sidebar, there is a 'Success Team All Members' section with a dropdown menu and a 'List By Team' view. The 'List By Team' view shows 'Academic Advisor' and 'Academic Coach' roles. On the right, a red-bordered box highlights a task filter sidebar for 'TODAY IS TUESDAY, SEPTEMBER 8, 2020'. The filter sidebar contains the following categories and counts:

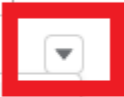
Category	Count
Overdue	33
This Week	3
This Month	7
No Due Date	7
Future	7



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/...	<a href="#">View</a>
<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	
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



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...