
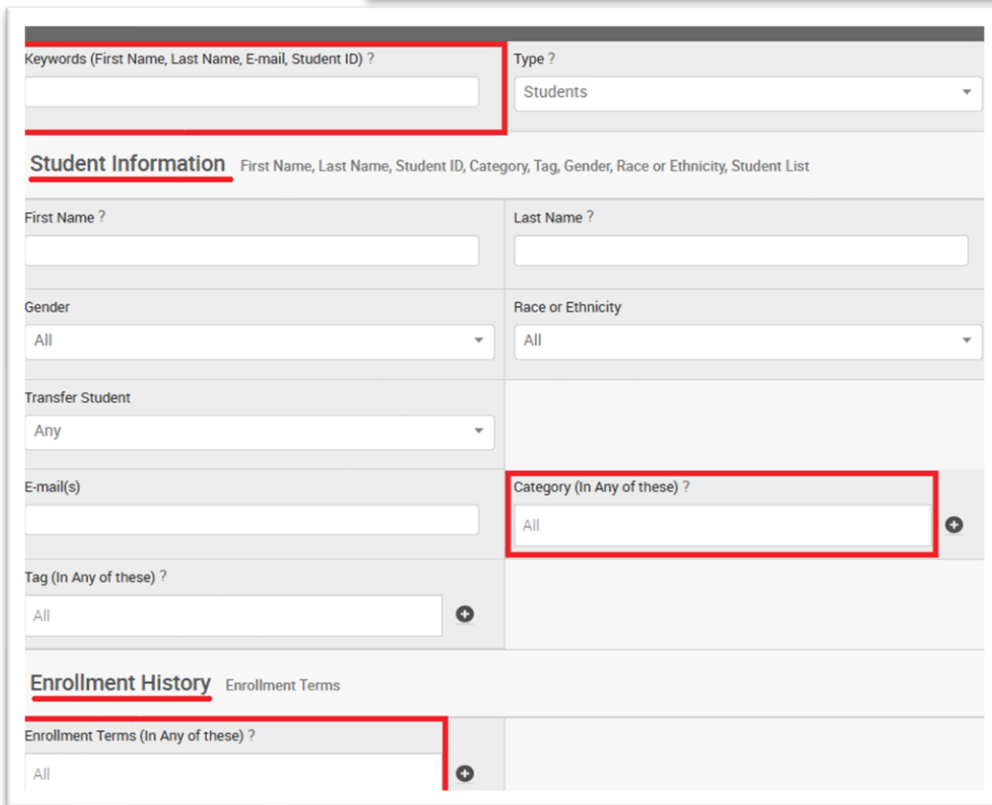
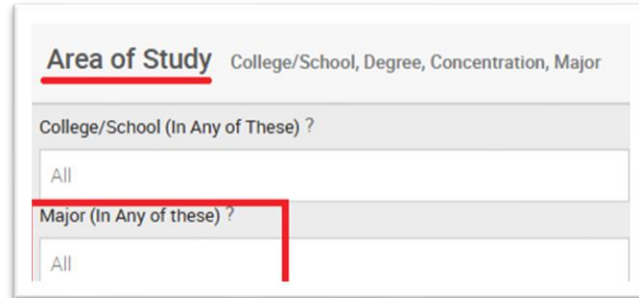


Navigate360: Adding To-Dos to More than One Student

To-Dos prompt a future action and can be used to track next steps or follow up on information shared by a student.

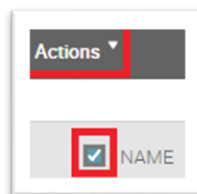
1. Open the Advanced Search

- Click the *Advanced Search*  icon from the left Navigation
- There are multiple ways you can search for students who you wish to add a To-Do to
 - In the *Keywords* box, enter a list of E#s
 - Search for a program under *Major (In Any of These)* in the *Area of Study* drawer
 - Search by program code in the *Category (In Any of These)* box in the *Student Information* drawer
 - If you wish to add the same To-Do to ALL your students, check the box beside *My Students Only*
- In the *Enrollment History* drawer, enter the *Enrollment Term*
- Click *Search*



2. Add a To-Do to multiple students


- Click the box next to *Name* to select all of the students in the list.
- Click *Actions* and select *Add To-Do* from the drop-down menu.
- An *Add a To-Do to Multiple Students* box will appear to the right



Continue to next page...


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To-Dos prompt a future action and can be used to track next steps or follow up on information shared by a student.


- In the *Title* box, name the action of the To-Do
- In the *Description* box, give more details associated with the action item
- Check the box beside *Make this visible to the student* to make the To-Do visible to the student in their Navigate360 mobile app. Students can interact with the To-Do in their app, including checking it off for completion
- Check the box beside *Email the student about this to-do* to email the student's ETSU email about the action item
- In the *Due Date* dropdown, select the date the *To-Do* is due
- Click *Save To-Do*
- View student To-Dos on their Reports/Notes tab on their profile or under the To-Dos  icon

Add a To-Do to Multiple Students

Title *
Start with an action verb and use sentence case.

 Title is required

Description
Add text, links, phone numbers, etc.

Paragraph **B** *I* |  :|= ;|= ≡ | ↶ ↷

Make this visible to the student

Email the student about this to-do

Due Date
August 15, 2025