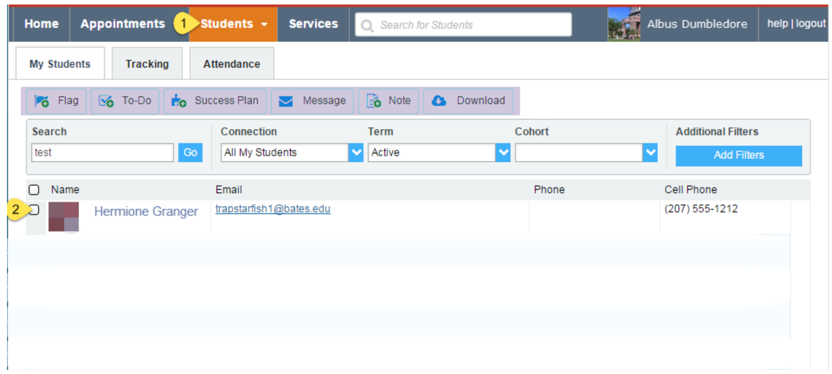
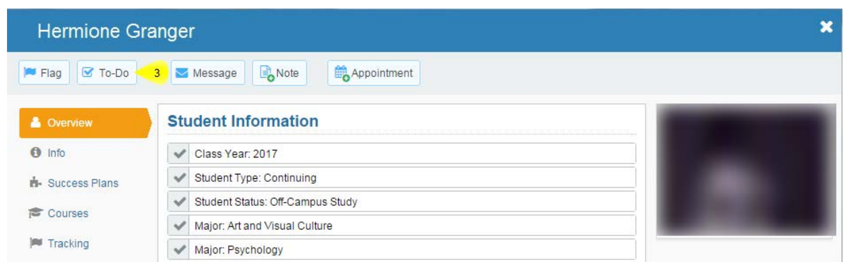
Bates
**Student Affairs**
BatesReach: Faculty & Staff Getting Started Guide – Creating a To-Do
*Revised July 18, 2017*

# Creating a To-Do for a Student

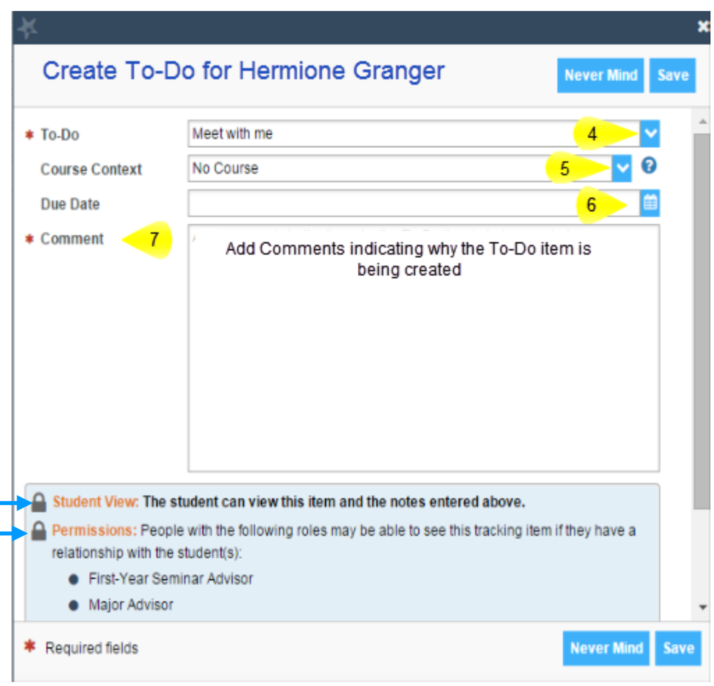
Instructors, advisors and other staff members can create To-Dos for students in BatesReach. To-Dos can be used to assign a task to a student. For example, if you require a student to meet with you assigning a To-Do is an efficient way of notifying the student and tracking their status.




1. Click on the **Students** navigation item to see your list of students.
2. Click on the student's name to bring up the **Student Folder**.
3. Click the **To-Do** Button.
    a. The "**Create To-Do**" window will open.




4. Select the appropriate **To-Do** from the dropdown box.
    a. A list of **To-Do** actions you have permission to create is displayed.
5. Select the **Course Context** dropdown if the To-Do is related to a specific course; this is optional.
6. Although optional, adding a **Due Date** can help set an expectation of when the To-Do should be completed.
7. **Comments** should contain text regarding the purpose or reason the To-Do is being created.
    a. Click **Submit** when done.




**Notes:**

The **Student View:** indicates whether the student can view the To-Do and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected To-Do and the notes you include in the **Comment** box.