Job Aid: Navigate Your To-Do List

Purpose

The purpose of this job aid is to guide you through the step-by-step process for navigating your To-Do List. Your To-Do List includes all learning items that have been assigned to you and must be completed.

In this job aid, you will learn how to:

- View your To-Do List
- Search your To-Do List
Task A. View Your To-Do List

1. Navigate to the User home page to view your To-Do List.

2. Your To-Do List will always show Overdue items first, highlighted in red. Next, items due within a week, due within a month, and then due later will display. Items with no due date will appear at the bottom.

3. Each item on the To-Do List has an icon next to it to indicate the type of training. The instructor icon indicates instructor-led training. The computer icon indicates online training. The instructor/computer icon indicates blended learning. The page icon indicates something other than training, such as an assessment or survey.
4. When you place your cursor over an item in **List View**, a new window appears that provides more information about the item and links to various actions.

5. Select **View Details**.

6. This page displays all of the details for the course. Select **Start Course** to launch the online content.

7. Select **Back** to return to your home page.
8. Select the **Card View** icon to change the view of your To-Do List from a list to individual cards. You can take actions such as **Start Course** or **View Details** from this view. You have successfully viewed your To-Do List.

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**Talent Management System**

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**COTR - CLM 024 Contracting Overview**

Due by 3/28/2014 | Required | Assigned by CLARENCE BASHSHAR

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**Department of Defense** 74379 8

The Contracting Overview module gives an overview of the market research process, the process for developing criteria or factors. [more]

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22 days remaining | Available

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Task B. Search Your To-Do List

1. Enter keywords in the **Search** textbox to search for items on your To-Do List.

2. Select the **Show** drop-down list to customize your search. For example, you can select **Online Courses** to display only your online courses. You have successfully searched your To-Do List.