# 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

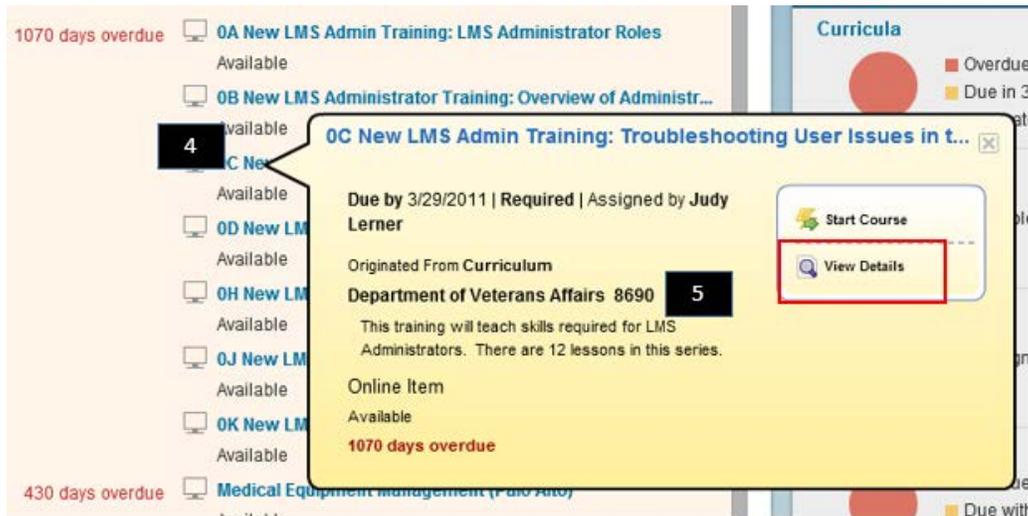- Search your To-Do List

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.
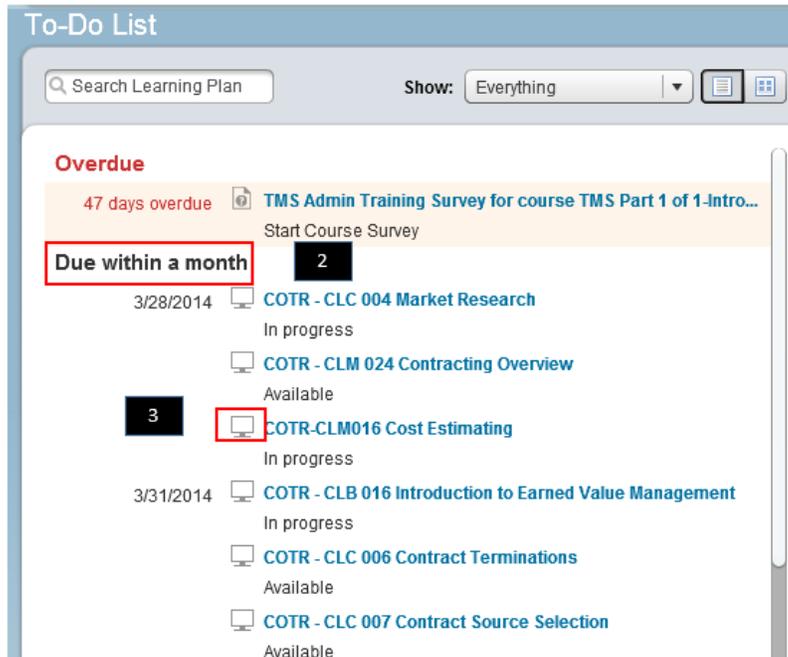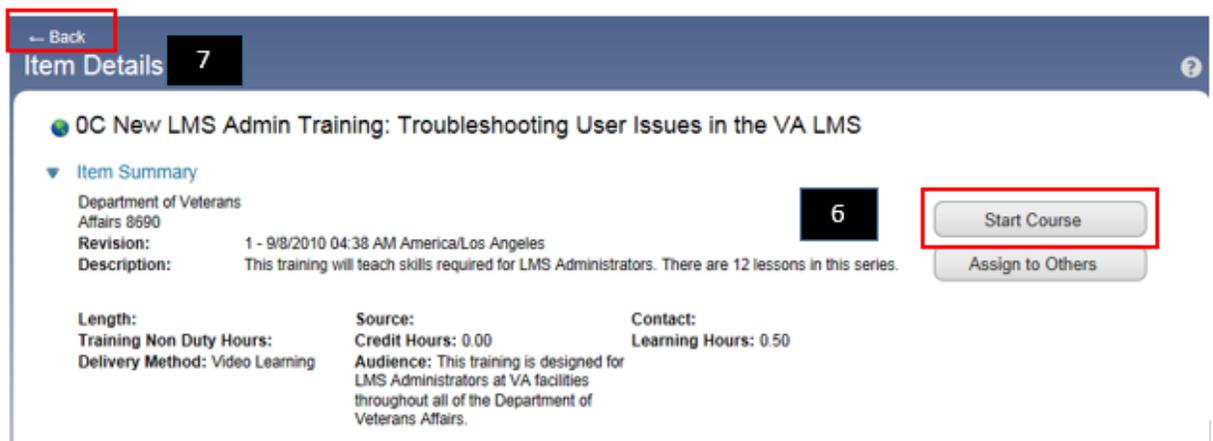
To-Do List

| Q Search Learning Plan | Show: | Everything | ▼ |

Overdue

| 47 days overdue | 📄 | TMS Admin Training Survey for course TMS Part 1 of 1-Intro... |
| | | Start Course Survey |

Due within a month   **2**

3/28/2014	🖥	COTR - CLC 004 Market Research
		In progress
	🖥	COTR - CLM 024 Contracting Overview
		Available
3	🖥	COTR-CLM016 Cost Estimating
		In progress
3/31/2014	🖥	COTR - CLB 016 Introduction to Earned Value Management
		In progress
	🖥	COTR - CLC 006 Contract Terminations
		Available
	🖥	COTR - CLC 007 Contract Source Selection
		Available

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.

Task B. Search Your To-Do List

1. Enter keywords in the **Search** textbox to search for items on your To-Do List.
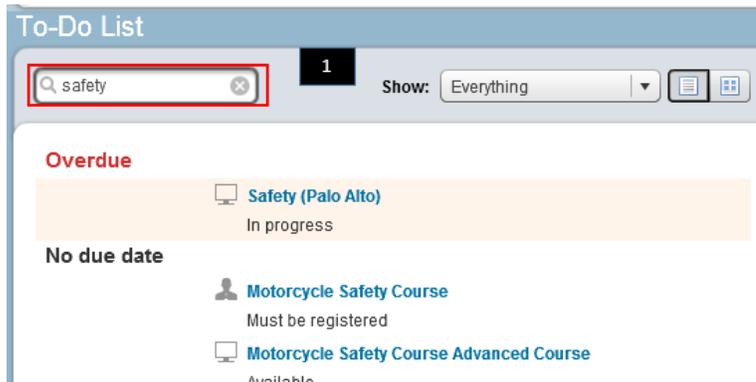
2. Select the **Show** drop-down list to customize your search. For example, you can select **Online Courses** to display only your online courses. You have successfully searched your To-Do List.