



Job Aid: Navigate Your To-Do List

Purpose

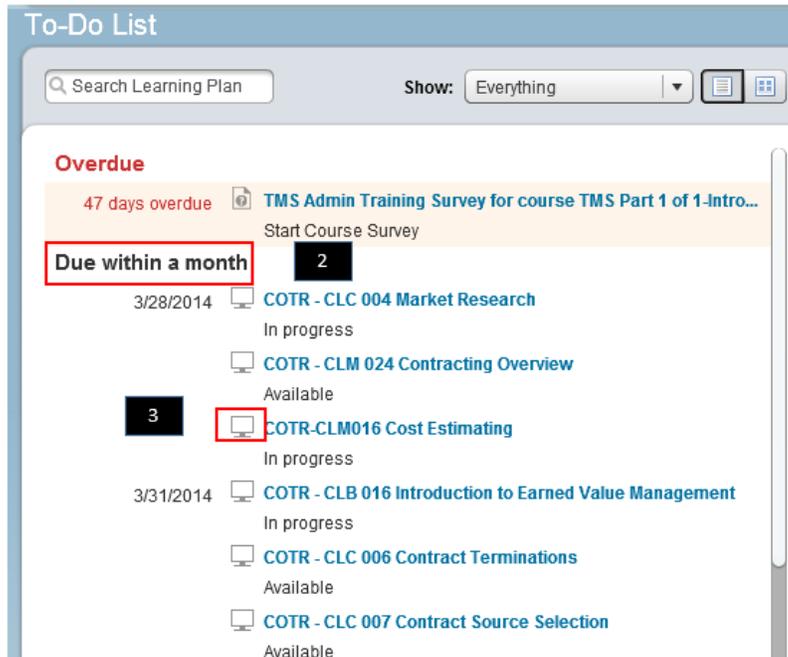
The purpose of this job aid is to guide you through the step-by-step process for navigating your To-Do List. Your To-Do List includes all learning items that have been assigned to you and must be completed.

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

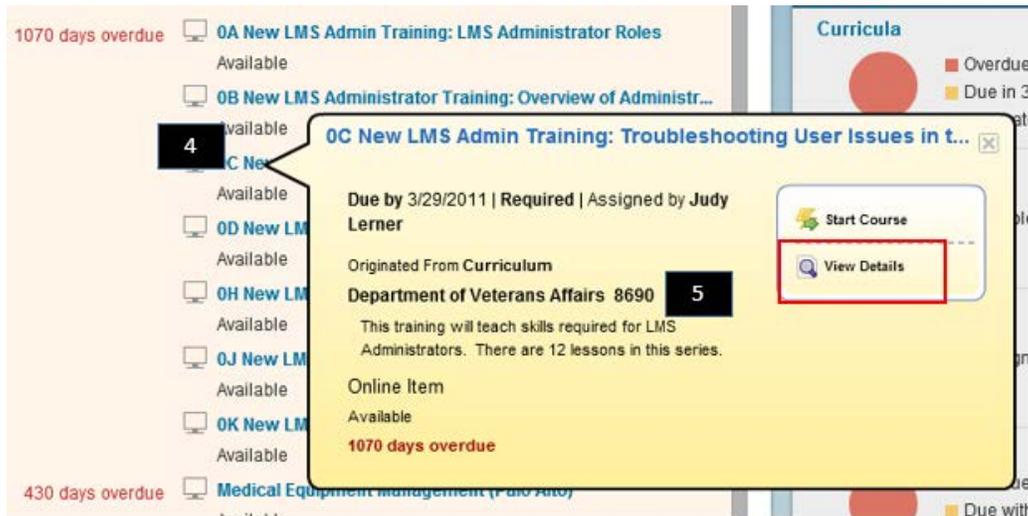
1. Navigate to the **User** home page to view your To-Do List.
2. Your To-Do List will always show **Overdue** items first, highlighted in red. Next, **items due within a week**, **due within a month**, and then **due later** will display. **Items with no due date** will appear at the bottom.
3. Each 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.



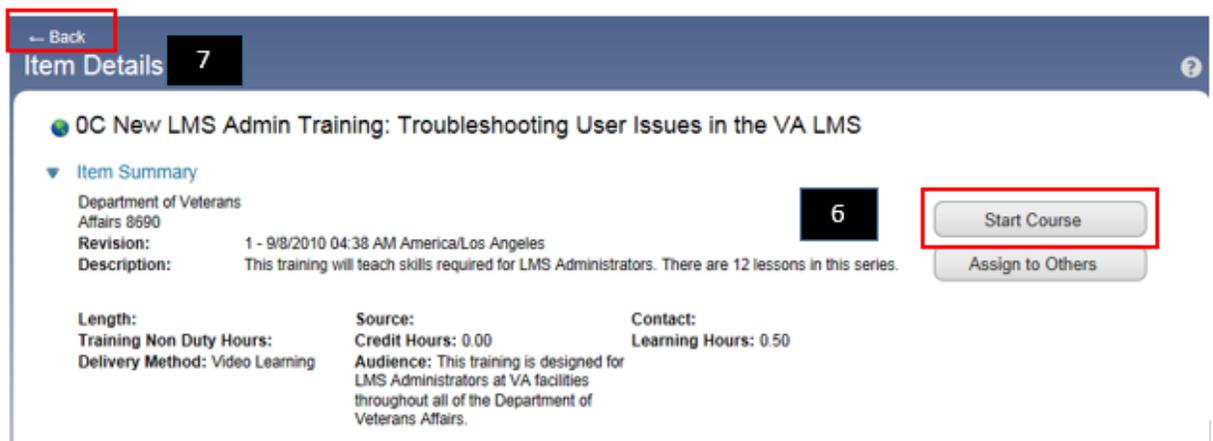
The screenshot shows the 'To-Do List' interface. At the top, there is a search bar labeled 'Search Learning Plan' and a 'Show:' dropdown menu set to 'Everything'. Below this, the list is categorized by due date status:

- Overdue** (highlighted in red):
 - 47 days overdue: **TMS Admin Training Survey for course TMS Part 1 of 1-Intro...** (computer icon), Start Course Survey
- Due within a month** (highlighted with a red box):
 - 3/28/2014: **COTR - CLC 004 Market Research** (computer icon), In progress
 - COTR - CLM 024 Contracting Overview** (computer icon), Available
 - 3: **COTR-CLM016 Cost Estimating** (computer icon), In progress (highlighted with a red box)
- Due later** (highlighted in black):
 - 3/31/2014: **COTR - CLB 016 Introduction to Earned Value Management** (computer icon), In progress
 - COTR - CLC 006 Contract Terminations** (computer icon), Available
 - COTR - CLC 007 Contract Source Selection** (computer icon), Available

- 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.
- Select **View Details**.



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

3/28/2014

COTR - CLM 024 Contracting Overview

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



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](#)

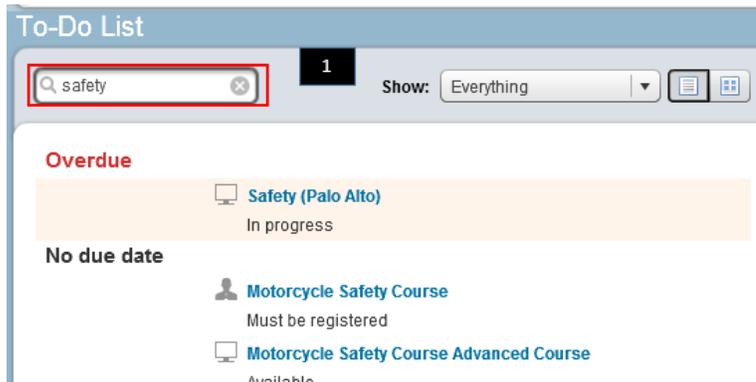
22 days remaining Available

 Start Course

 View Details

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.

