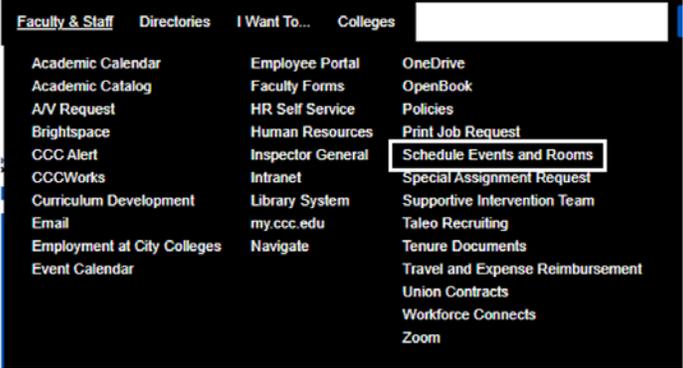
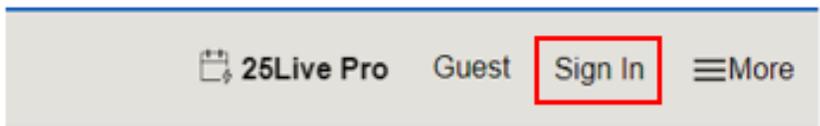
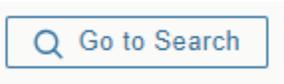
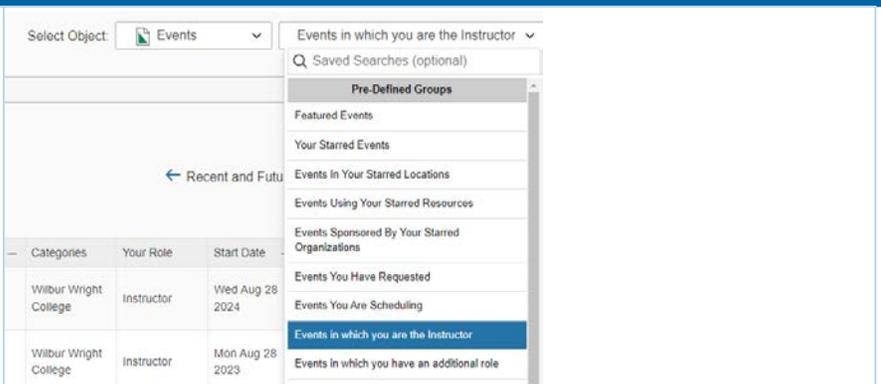
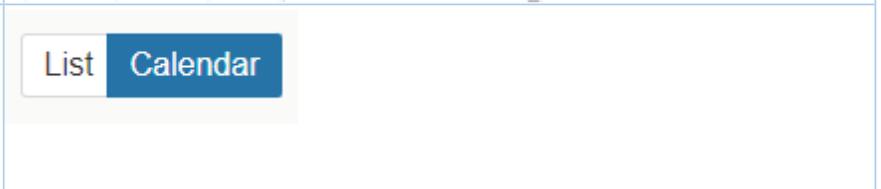
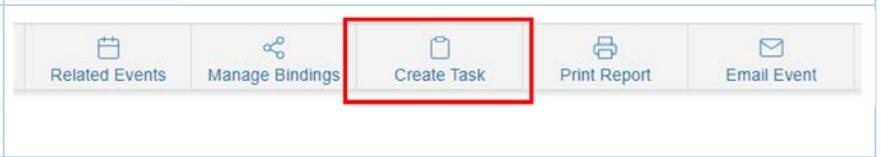
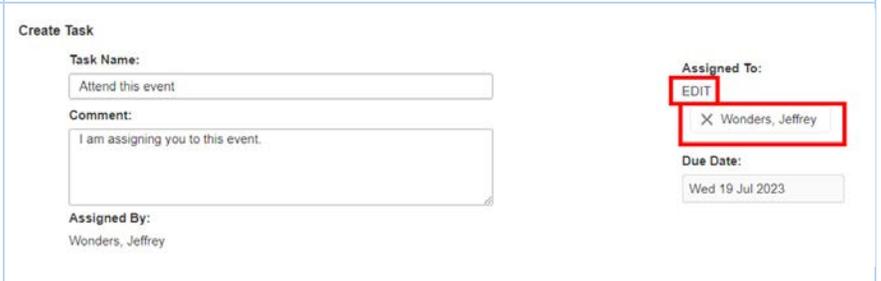
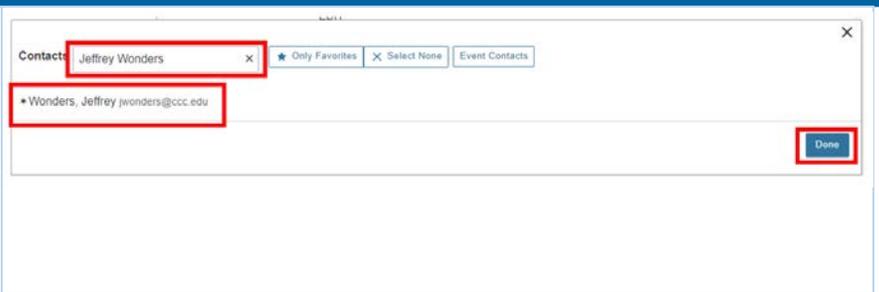


“To Do’s” are Tasks created by the Instructor for IT personnel for their specific class IT needs. The Assignee will know the specific class, classroom, time and date where the Instructor’s IT needs are required.

<p>1 Open City Colleges of Chicago webpage at ccc.edu.</p> <p>Click on Event/Room Scheduling under Faculty & Staff directory</p>	
<p>2 From the landing page, choose your main campus.</p>	
<p>3 On Campus using CCC Internet:</p> <ul style="list-style-type: none"> Click on Sign In <p><i>You should automatically enter the system. Or you will need to sign in using your CCC username and password.</i></p>	
<p>4 Click on the “Go To Search”</p>	

<p>5 The Select Object will default to Events. Choose the Pre-Defined Group of “Events in which you are the Instructor” dropdown option.</p>	
<p>6 Locate the specific class from the list view or the Calendar view.</p>	
<p>7 Click on the Class Event Title from the Calendar View.</p>	
<p>9 Once the Event is populated, click on “More Actions”.</p>	
<p>10 Choose “Create Task”.</p>	
<p>11 Enter the Task Name and any Comments regarding your IT needs for your class.</p>	
<p>12 To assign this task to someone else, click the X before your name. Click on “Edit”.</p>	

<p>13 Enter the name of IT Staff Member.</p> <p>Click on the name populated.</p> <p>Click "Done".</p> <p><i>*Note: you can only add one person per task.</i></p>	
<p>14 Choose the "Due Date".</p>	
<p>15 Click "Create".</p>	
<p>16 Assigner will see this confirmation notice with the option to create another 'To Do' Task.</p>	<p style="text-align: center;">Success! Your "To Do" Task has been created.</p> <p style="text-align: center;">Create Another 'To Do' Task</p>
<p>END OF PROCESS.</p>	