What is this feature?

The To-Dos on MyBC functions as an electronic checklist. This feature allows you to create tasks, assign who within your organization is to work on that task, and allows them to make comments on the progress of that task. To-Do lists can help your organization stay organized and keep track of deadlines and the person assigned to each task. You can find this feature in the dropdown menu under the More tab.

How to Use To-Do Lists-

Keep track of organization tasks.
- Assign tasks and due dates to organization members and keep track of progress using the comments ability within each task.
- Create a List:
  - Title your To-do list. Example: End of Semester Banquet
  - Who can see this: This will determine who can see your To-Do list
    - Public + Website: Visible to anyone. Use only for large scale information.
    - Boston College: Visible to anyone within the Boston College community on MyBC
    - (Your Org) @ BC: Visible to your organization members. They must have joined your portal on MyBC to this To-Do list.
    - Selected Groups: This will make your To-Do list visible only to selected groups of your organization’s portal, such as your officers or your freshmen class representatives.
- Add a Task: Allows you to add tasks onto your To-Do list
  - Title your task. Example: Order catering for banquet
  - Select a Due Date: When this task needs to be completed by.
  - Priority: Selected a level of priority. If the task needs immediate attention, select critical. If it is a small part of the event that can wait, select low priority.
  - Assign task to members: Select which members of your organization will be in charge of this task. If you have selected a specific group of Who Can See This when you created the list, only the members in that group will be available to assign the task to.
- Once you have created a task you can track its progress using the Comments function. Click on the task to dropdown more information. On the left is a tab to see who is assigned the task, and a Comments tab. Create a conversation about particular tasks using comments.
- To check off an item from the To-Do list or mark it as complete, click the check box to the left of the task.

Why to use To-Do Lists-

Keep your group organized by knowing who is responsible for each task.
- Online To-Do lists help prepare for upcoming events and activities.
- Keep track of Due dates, tasks, and who is responsible for what.
- Keep you members accountable by providing comments and due dates.