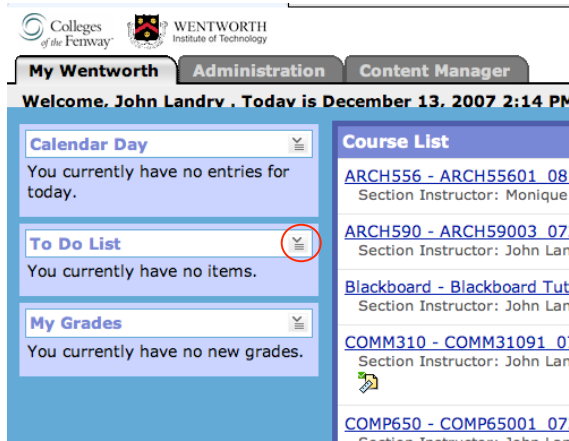



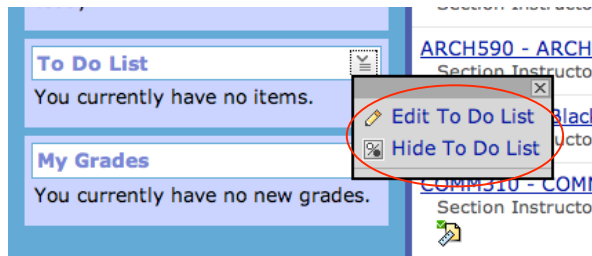
To Do List

All individuals using Blackboard Vista 4 can keep an internal **To Do** List to help them manage their work and activities. This is a private list and cannot be viewed by any other users.



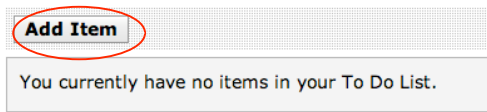
The **To Do** List is on the My Wentworth tab.

- Click on the ActionLink  to the right.

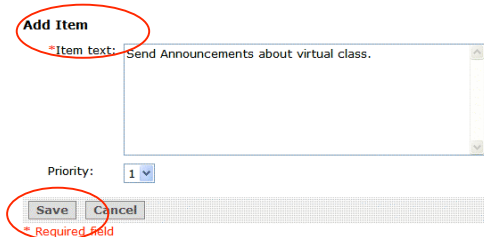


- Click **Edit Item**.

To Do List



- Click **Add Item**.



- Enter **Item**
- Click **Save**.