# The HIVE and Student Close To-Do Items

Students can mark the item as complete in from the Notifications tile on their Dashboard by using the MARK AS COMPLETE option.
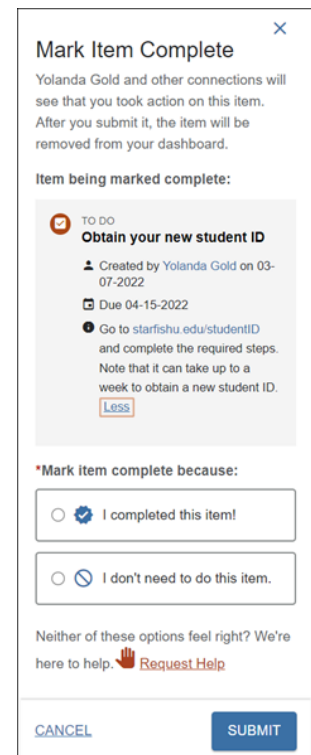
- In The HIVE go to your Dashboard.
- Review the Task/To Do that has been assigned to you.
- Take action as needed for the task assigned to you.
- Once complete, click on Mark As Complete

Example – look for any "To Do" items and then click on Mark As Complete
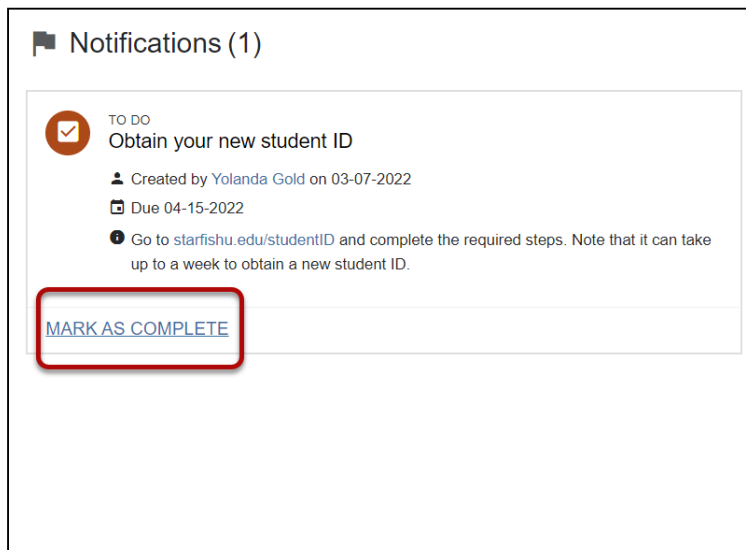
When the students selects MARK AS COMPLETE a drawer opens providing the creator's name, next steps, and additional details about the To-Do item. Students are required to select a reason to mark this complete. The two completion options are:

- I completed this item!

- I don't need to do this item.