



To Do

EMAIL TO STUDENTS

Dear [Student First Name],

To help you be more successful, I have added a new To-Do to your student folder. Below you will find the details of this task. If you have additional questions, please reply to this email.

To-Do: [To-Do Name]

Course: [Course Name]

Comments: [Add Notes]

Due Date: [Due Date]

Sincerely,

[Creator Name]



TEXT TO STUDENTS

You have a new To-Do. Login to Starfish to view the details.