

# Georgia State University



SSC  
CAMPUS

ADVISOR  
MANUAL

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# Getting Started

In order to get started using SSC Campus product within the Georgia State University production site, one must submit their request to their department/unit designated Super User. Super Users will need to create your user profile within the site. The following information will be required to start your SSC Campus profile:

- Name
- GSU Email Address
- Panther ID (if you do not have a banner account, then you will not have single sign-on access and will need to use the redirect link to sign-in)
- Role (Advisor, Tutor, Administrator, etc.)

INSERT USER SET UP SCREENSHOT

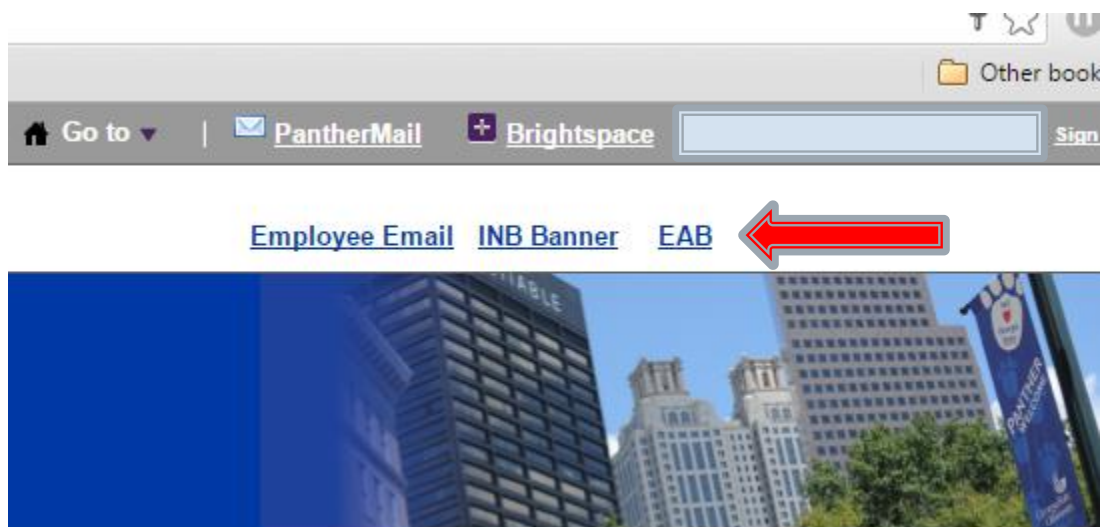
**\*\*\*All troubleshooting or support request to EAB support must be submitted through your designated Super User, which will then be forwarded to the GSU SSC Campus administrator if the Super User cannot solve your issue. Most of the troubleshooting or support questions can be answered in-house at GSU, so do not reach out to EAB on your own\*\*\***

Once your profile has been created, you will have access to the SSC Campus platform. Depending on whether or not you have single sign-on capability will determine which website you will need to sign in through.

For users with Banner access, you will enter the SSC Campus platform through the following link and you will use your campus ID and password to sign-in.

<https://gsu.campus.eab.com/>

Users with single sign-on should also have access via PAWS. Please look for the icon shown in the image below.



Users without single sign-on access will need to access the platform via the following redirect link:

[https://gsu.campus.eab.com/session/new?prevent\\_redirect=true](https://gsu.campus.eab.com/session/new?prevent_redirect=true)

## Setting Availabilities

The next step is to define the days and times you will be available to meet with students. It is important to note that locations and services are created by Application Administrators. If you have questions about any locations or services set, please contact your Dedicated Consultant.

## Advisor Home ▾

[Students](#)[Upcoming Appointments](#)[My Availability](#)[Advising Center](#)[Advising Requests](#)[Edit Appointment Constraints](#)

## Times Available

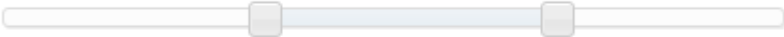
Actions ▾						
	OF	TIMES	DATES	LOCATION	SUBJECT	
<input type="radio"/>	Tue, Wed, Thu, Fri	8:00a-5:00p	Forever	Academic Success Center	Advising, Changes to my Schedule, Internship/Job Search Assistance, Interview Coaching, Orientation, Resume Development, Selecting a Major, Weekly Meeting / Scheduled Meeting For Appointments	<a href="#">Edit</a>
<input type="radio"/>	Mon	9:00a-5:00p	Forever	Academic Success Center	No listed Student Services	<a href="#">Edit</a>

**ADD AVAILABILITY** ×

I'm available on

<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
------------	------------	------------	------------	------------	------------	------------

8:00a - 5:00p



for Drop-ins Appointments Campaigns

Duration ▼

Location ▼

Select Location to select Student Services

Cancel Save

#### Add Time-

Step 1: Click the Add Time button in the Actions Menu

Step 2: Select the days and times when you are available to meet with students.

Step 3: Select whether you will meet with students via appointments or drop-ins during that time.

Step 4: Choose the location where you will be available.

Step 5: Lastly, select which student services you can provide to students during this availability. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

Step 6: Click the Save button.

Note: Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

There are two other options when adding Times Available.

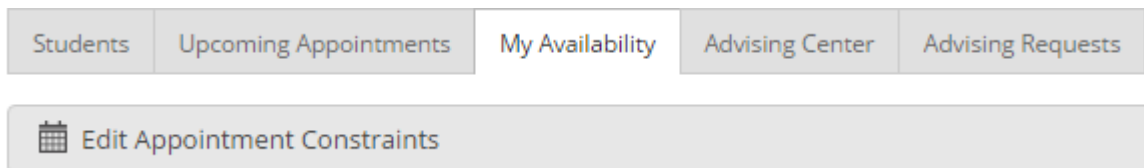
Copy Time - to copy a time, select the time you would like to copy and then click the Copy Time button. The availabilities will be copied and a dialog will open allowing you to make edits or to save your newly created availability.

Delete Time- To delete your time, simply select the time and click the Delete Time button.

Note: Inactive availabilities are highlighted in red in the Times Available grid.

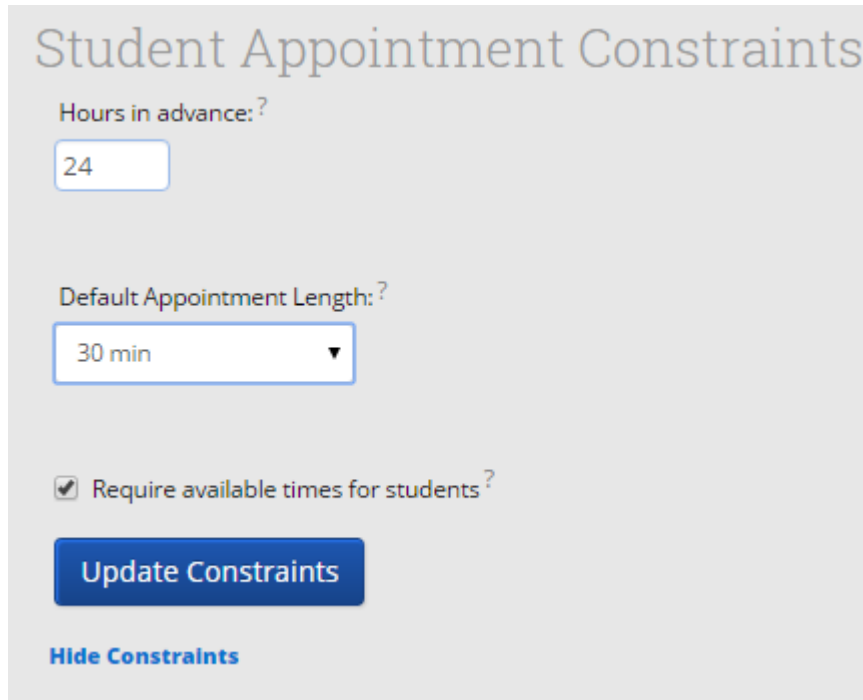
### Appointment Constraints

From the Advising Home page, click on the My Availability tab. To define parameters that control your availability with appointments, first click the Edit Appointment Constraints option.





When clicked, these options are available for you to define:



The screenshot shows a form titled "Student Appointment Constraints". It contains three input fields: "Hours in advance:?" with a text box containing "24", "Default Appointment Length:?" with a dropdown menu showing "30 min", and a checkbox labeled "Require available times for students?" which is checked. Below these fields is a blue button labeled "Update Constraints" and a link labeled "Hide Constraints" in blue text.

Hours in Advance refers to how many hours, from the current time, a student must wait before they can schedule an appointment. For instance in the example above, if the current time is 10:00am, the earliest a student would be able to schedule an appointment with you would be 10:00am, the following day. This setting only applies to students making appointments.

Default Appointment Length is the default length of this specific advisor's appointment. This can be overridden by users with the appointment create permission, except by students, during appointment creation.

Require available times for students means that advisors must have defined Times Available (see section below) before a student can create an appointment with them. If this box is not checked, students are able to schedule with that advisor at any time and day. This box is checked by default. We recommend that advisors use this default during setup.

Click the Update Constraints button to save your changes. Then, to hide the Student Appointment Constraints settings box you can simply click on the Hide Constraints link.

# Advising Center

The Advising Center tab allows advisors to monitor and maintain visits for students in their queue or other advisors' queues.

## Queues

StudentsUpcoming AppointmentsMy AvailabilityAdvising CenterAdvising Requests

Notification Methods: ☒ Ding ☐ E-mail ☐ Text Message

Students Who Have Checked In For Their Appointments

Actions ▾

SELECT	NAME	REASON	TIME OF APPT.
<input type="radio"/>	Robinson, Sarah	Advising	11:30a-12:00p

## Students In My Queue

Actions ▾

SELECT	NAME	REASON	COMMENT	FIRST AVAILABLE	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
<input type="radio"/>	Robinson, Sarah	Advising				10:31a	399 hr 25 min

## Students In Queue For Other Advisors

Actions ▾

SELECT	NAME	ADVISOR	REASON	COMMENT	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
<input type="radio"/>	Aarons, Lilianna	Visor, Addie	Career Counseling			10:33a	2487 hr 23 min
<input type="radio"/>	Matthews, Peter	LeDuc, Brian	Advising			3:31p	730 hr 25 min

## Students Who Have Checked in for Their Appointments

This grid shows any students who have checked in for an appointment and are waiting to see you. In other words, the student is in the waiting room ready to see you. When you are ready to meet with the student, click the circle beside the student and press the Start Appointment button in the Actions Menu. Doing this starts the appointment and brings up an advising report for you to fill out at the conclusion of the appointment.

## Students In My Queue

This grid displays students who are waiting to see you, or the first available advisor. This queue only shows students that have dropped in to meet with an advisor. Students that show in this queue did not have a previously scheduled appointment, otherwise they would fall into the Checked In category. The list is sorted by placing the student who checked in first at the top. Along with this grid, you have given several options in the Actions Menu to manage the list of students.

## Students in Queue for Other Advisors

This grid lists students who are on the waiting list for other advisors. This is perfect for when advisors want to help other advisors meet with their students. They can simply select one of the advisor's students and click the Start Appointment button in the Actions Menu.

## Notifications

Each advisor will need to set their notification methods of how they will be notified when a student visits the Advising Center. The settings for these notifications are selected by going to the Advisors home page and clicking the Advising Center tab. At the top of that page, the advisor can then choose to receive notifications by checking a box for: ding (audible), email or text message.

**A student is added to a waiting list** – Notifications are sent via ding (audible), pop up message (top right side of your screen), email and/or text message if selected. (See example below for an email notification).

**An appointment is created** – Notifications are sent via email (these notifications go out regardless, when an appointment is created).

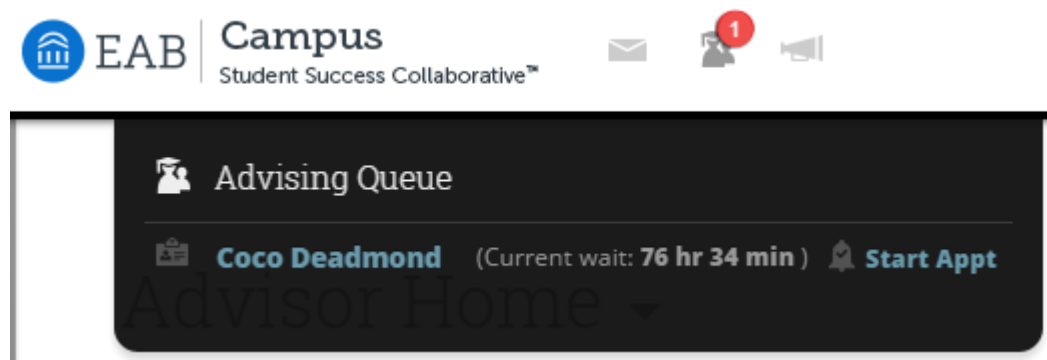
**A student checks in for an appointment** – Notifications are sent via ding (audible), pop up message (top right side of your screen), or email. The email notifications that are sent are advising appointment emails e.g. "A student has checked in for the appointment".

**An appointment is cancelled** – Notifications are sent via email. Email notifications go out when the student appointment is cancelled on their calendar.

**A student is removed from the queue** – Notifications are sent via pop up message.


## Notification Bar

The Notification Bar (top left of your screen) includes the Advising Queue icon and provides a shortcut to the Advising Queue. There is also a link next to a student's name that will allow you to file a report for that student from the notification bar. Simply click "Start Appointment". The Advising Queue title (next to the people icon) is also a link which will navigate you directly to your Advising Center when clicked.



# Appointment Scheduling

Users with appropriate permissions can schedule appointments by checking the box beside student names in various lists throughout the application and by clicking on Schedule Appointment in the Action Menu. These lists are typically found on your home page and in Search areas of the application. The system will then display the Schedule an Appointment page.


  
**SSC University**

## Schedule Appointment

Filters

Type: Advising Appointment

Reason(s): x Advising

Comments:

Location: Academic Success Center

Select a Date:

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Reminders

☒ Send an email reminder?

☒ Send a text reminder?

People Attending (1)

Gonzalez, Laura (Student)

Add an Attendee:

Select An Advisor

SELECT	ADVISOR	AVAILABLE TIMES
<input type="radio"/>	Brown, Tim	mon-tue, thu 11:00am-3:00pm <b>Drop-in Availability:</b> mon-tue, thu 2:00pm-5:00pm
<input type="radio"/>	Eagan, John	mon, wed, fri 12:00pm-5:00pm tue, thu 2:00pm-5:00pm <b>Drop-in Availability:</b> mon, wed, fri 8:30am-12:00pm
<input type="radio"/>	Hamzaee, Maanle	mon-fri 5:00am-9:00pm
<input type="radio"/>	Hoffman, Doug	mon-fri 8:00am-5:00pm
<input type="radio"/>	Irish, Allie	mon-fri 9:00am-4:30pm (September 18, 2015 - February 8, 2016)
<input type="radio"/>	Kilpatrick, Steven	tue, thu 10:45am-4:00pm (Fall 2015) mon, wed, fri 10:15am-5:00pm <b>Drop-in Availability:</b> mon, wed, fri 10:15am-5:00pm (Fall 2015)

**Save Appointment** Cancel

## Appointment Components

- **Type** is what determines whether the appointment you are creating is an Advising, Tutor, or General Event appointment. While both Advisor and Tutor appointments are fairly self-explanatory, a General appointment may not be. A General Event appointment can be considered an obligatory event for the student. Events that can qualify are things like Football practice, Honors Society Lunch etc. The reason adding these types of events to a student's calendar is important is because those events will then show up as "Conflicts" when scheduling future appointments (more on "Conflicts" shortly). It is usually a best practice to only include those General events when they occur during the regular school day, or office hours.
- **Reasons** is where you will select what the purpose of the appointment is. For example, Career Counseling and Graduation Audit can be valid reasons for advising appointments. For Advising and Tutoring appointments, reasons are configured by your Application Administrators. For general events, the reasons field is open.

- **Comments** is a section where extra commentary can be entered about the appointment. These comments are seen by both the student(s) and the advisor when they look at their calendar and receive their appointment notification email.
- **Select a Date** prompts users to select a week in which you would like to schedule the appointment. This lets users see the entire week, and not just a single day, to determine which is the best day to schedule the appointment.
- **Location** is where you will meet your students. Select the correct location from the drop down list.
- **Reminders** are sent the day of the appointment. The email reminder is sent the morning of the appointment and the text message reminder is set “x” number of minutes before the appointment. “X” number of minutes is actually defined on the Admin tab by your Application Administrator. You can mouse over the “?” mark, besides the text reminder, to see what the current value of “X” is.
- **Add an Attendee** lets the advisor add extra users without having to exit the schedule appointment page. Simply type in the user's name, select them, and they will be added to the appointment.
- **People Attending** are the users who will be scheduled for this appointment. The user scheduling the appointment can *Remove* or *Add an Attendee* prior to saving the appointment.
- **Select an Advisor** is the list of advisors who have availability at the selected Location. If you are creating an appointment for yourself, simply check your name. However, showing all advisors gives users the ability to create appointments for any advisor at that location (this option can be turned off to where advisors are only able to create appointments for themselves. See your Application Administrator for more information).
- **Length** refers to the length of the appointment. While it will default to whatever the advisor had setup in the availability, it can be overridden here.
- **The Scheduling Grid** is where you will select what time this appointment will take place. You will notice that a checkbox will appear for any times that are available for scheduling. If something is already scheduled or “Conflicts” with that time, you will see that notated on the grid. For example, Appointments, Free Busy, Conflicts (such as a student’s class), or in some cases Drop in’s for walk in appointment times. A blank means the selected advisor does not have availability for that time on that day. You can click on the word Conflicts or Appointment to see who has a scheduling conflict.

## Choose A Time To Meet

Length: 30 min

Availabilities: ?

Show Availabilities for This Course/Reas...

TIME SLOT	10/11 (SUN)	10/12 (MON)	10/13 (TUE)	10/14 (WED)	10/15 (THU)	10/16 (FRI)	10/17 (SAT)
6:00a-6:30a							
6:30a-7:00a							
7:00a-7:30a							
7:30a-8:00a							
8:00a-8:30a	CONFLICTS			CONFLICTS		CONFLICTS	
8:30a-9:00a	CONFLICTS			CONFLICTS		CONFLICTS	
9:00a-9:30a	CONFLICTS			CONFLICTS		CONFLICTS	
9:30a-10:00a	DROP-IN						
10:00a-10:30a	DROP-IN						
10:30a-11:00a	DROP-IN						
11:00a-11:30a	DROP-IN						

- **Availabilities** is where you can override preset availabilities and schedule the appointment at any time at any day. Select the option 'Ignore Availabilities, unlock the calendar' and you will see checkboxes appear in every field in the grid. Selecting this option allows you to override any conflict or non-available day to schedule the appointment exactly where and when you want it.
- **Repeat This Appointment?** Is where you can make this appointment recurring. While there are many options to choose, the most common and easiest to use is 'Weekly'. Select Which Days, every how many weeks and Repeat Until to make this appointment repeat.

To finish, click the **Save Appointment** button. When the appointment is saved, the system will send appointment notification emails to each of the attendees with the details of the appointment. It will also update each attendee's calendar.

## Upcoming Appointments

The purpose of this tab is to give the advisor a quick and easy view of all of their upcoming appointments. We also provide users with the necessary tools they need to manage those upcoming appointments.

## Upcoming Advising Appointments

Actions							Show Cancelled
<input type="checkbox"/>	DATE	ATTENDEE	REASON	COMMENT	REPORT FILED?	DETAILS	
<input type="checkbox"/>	1/1	10/16/2015 01:30p - 02:00p	Gonzalez, Laura	Advising	Not Yet.	<a href="#">Details</a>	

## Cancel Appointment

Need to cancel an appointment? Check the appointment and click the Cancel Appointment button within the Actions Menu.

**CANCEL UPCOMING APPOINTMENT** ×

**Cancel Appointment For:**  

Laura Gonzalez ▾

**Reason:**  

Medical Emergency ▾

**Comments:**  

Student is not feeling well and plans to reschedule.

Close Cancel Appointment

The Application Administrator creates and defines Cancellation Reasons in the event that an advisor might need to cancel an upcoming appointment. Notice the advisor is given the option for whom to cancel the appointment for, required to select a reason why the appointment is to be cancelled and lastly an option to enter a comment about the cancellation. Clicking the Cancel Appointment button will instantly send out Cancellation Emails to all of the attendees alerting them the appointment has been cancelled.

By default, the Upcoming Appointments grid will NOT show cancelled appointments. Check the Show Cancelled check box to include cancelled appointments in the list of upcoming appointments.

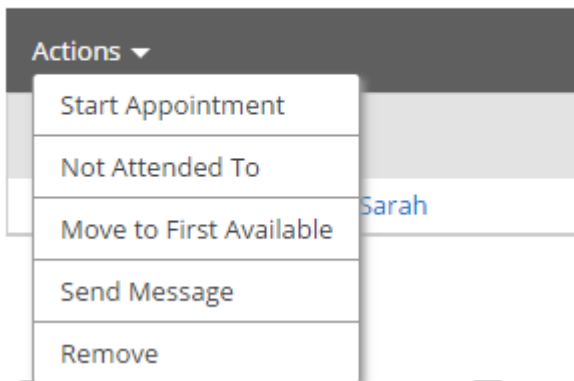


As a last note about the Upcoming Appointments tab, as soon as the appointment starts, it will drop off this list and appear on the Recent Advising Appointments grid. For example, if an advisor has an appointment today at 9:30am, as soon as the time reaches 9:30, that appointment will be dropped from the Upcoming Appointments list and added to the Recent Advising Appointments list.

## Starting an Appointment

To file a report for a student in your queue and report upon that session simply click the **Start Appointment** button in the Actions Menu. Other options include:

### Students In My Queue



**Not Attended To:** This option should only be used at the end of your day/shift to signify which students you were not able to meet with.

**Move to First Available:** To move a student to the First Available queue, select the student and then click the link to Move to First Available.

**Send Message:** If you would like to send a message via email or text to a student, select the student and click Send Message.

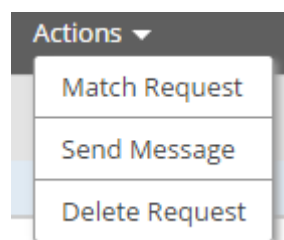
**Remove:** You should use this action when a student leaves without first meeting with an advisor. You should then "Remove" them from the list. This is different than the Not Attended To option in that the Not Attended To option the student actually waited to meet with an advisor but there was not enough time while the Remove option is for when the student leaves, on their own accord, without meeting with an advisor.

## Advising Requests

This tab displays students who have requested a meeting with their advisor(s). We give users the ability to sort these requests by a location, making it easy to focus on a specific group of requests.

Students	Upcoming Appointments	My Availability	Advising Center	Advising Requests
Sort by location: College of Business				
Actions				
SELECT	DATE/TIME	STUDENT	REASON	LOCATION
	10/05/2015 02:18 PM	Clark, James	Career Counseling	College of Business

**Match Request** - The Match Request action opens the Schedule an Advising Appointment screen where you can select a specific day and time in which to meet with this student. It is important to read the Requested Meeting Time message from the student when creating your appointment.




**Send Message** - You can use this option to send a message to a student.

**Remove** - This option lets you permanently remove an advising request.

# My Calendar

Your calendar in SSC is a quick way to view appointments or events at a glance.


  
**SSC University**

Calendar View
List of Calendar Items
Subscriptions

LEGEND
☒ ADVISING
☒ ASSIGNMENT
☒ TUTORING
☒ GENERAL
☒ COURSE
☒ FREE BUSY
☒ CANCELLED

Add Calendar Event

Print Calendar

October 2015

today

◀

day

week

month

▶

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29 <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	30	1 <div style="background-color: #d62728; color: white; padding: 2px; font-size: 0.8em;">11:30a Advising</div> <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	2	3
4	5	6 <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	7	8 <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	9	10
11	12	13 <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	14	15 <div style="background-color: #2e8b57; color: white; padding: 2px; font-size: 0.8em;">2p HIST1112-1112-1 SUR OF WORLD HIST SINCE 1500</div>	16 <div style="background-color: #d62728; color: white; padding: 2px; font-size: 0.8em;">2:30p Advising</div>	17

## Key Features

1. **Add Calendar Event** – Clicking Add Calendar Event will bring up your appointment scheduling page.
2. **Print Calendar** – Here you can print your monthly or weekly calendar views directly to PDF.
3. **View today, day, week or month** – Quickly choose to view just Today, or view by day, week or month. Using the left or right arrows allows you to view previous or future dates if desired.
4. Notice the Legend just above the calendar grid. Options listed include: **Advising, Assignment, Tutoring, General, Course, Free Busy and Cancelled**. Selecting one of the checkboxes enables associated appointments to show on the calendar grid and deselecting the checkbox hides them. (These options are automatically checked by default).

UPDATED ON 10/31/2017

What a user is allowed to do on the calendar page can vary based on the permissions that are assigned to them. For example, in order to use the drag and drop calendar functionality (moving one event from one day to another), the user would need permission to update an appointment. This permission is called Appointment Update and is defined by the user role assigned to you by your Application Administrator. To view details of an appointment simply hover over the event on your calendar. A pop up like this one will appear.

**MANAGE APPOINTMENT** [X]

Advising

**All Attendees** ▼

- S. Kilpatrick (Advisor)** ▼
- Peter Coiro ▼
- Allie Irish ▼

**Appointment Details** [edit]

**When:** **Wed Sep 16, 2015**  
03:00 pm - 03:30 pm

**Where:** Academic Success Center

**Course:** N/A

**Reason:** Advising


**Comments:** None

**Type:** One Time Appointment

Cancel Appointment   Delete Appointment   **Close**

Clicking on the event will open the Manage Appointment dialog, allowing you to edit, cancel, or delete with the appropriate permissions.

**List of Calendar Items**-The List of Calendar Items tab provides in list form any appointments you have on schedule for Today, This week and Next week. There is also a Print Calendar option available for this view. If you have the permission to update appointments, then an option to Edit will also be available to you.



My Calendar

Calendar View | List of Calendar Items | Subscriptions

Print Calendar

Today

DATE	TIME	TOPIC	ATTENDEES	EDIT
09/28/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		

This Week

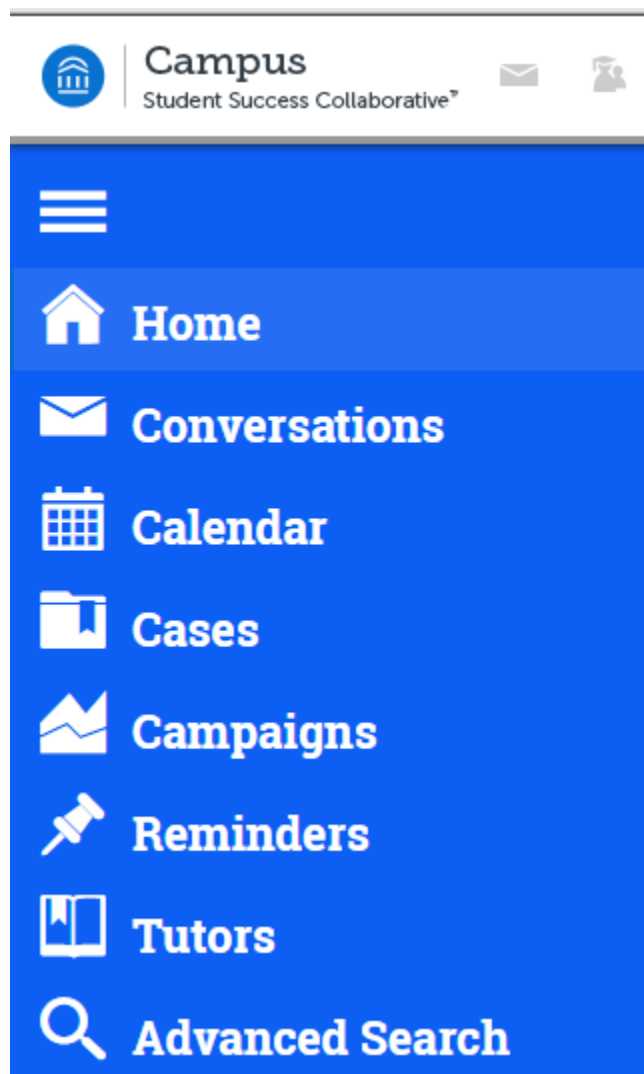
DATE	TIME	TOPIC	ATTENDEES	EDIT
09/28/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		
09/29/2015	2:30p-3:00p	Advising	Alie Irish	Edit
09/30/2015	1:00p-2:00p	CHEM2400-2400-1 ORGANIC CHEMISTRY I		

Next Week

## Using the Advanced Search

The Advanced Search function within SSC Campus allows you to search for all students on campus while applying multiple different filters to create unique cohorts of students based on your search parameters.

To use Advanced Search, select the "magnifying glass" icon under your Navigation bar, on the left side of your screen (bottom of the image):



From here, you may begin to create a search from the four fields immediately presented:

## Search



## New Search

Saved Searches ▾		Show Advanced Filters	
Keywords (First Name, Last Name, E-mail, Student ID)	Type <sup>?</sup>	Enrollment Status <sup>?</sup>	Enrollment Term
<input type="text"/>	Students ▾	Enrolled ▾	Fall Semester 2016 ▾
<input type="button" value="Search"/> <input type="checkbox"/> My Students Only <input type="checkbox"/> Include Inactive			

However, selecting the **Show Advanced Filters** button above "Enrollment term" presents you with 7 different fields to begin searching by:

## New Search

Saved Searches ▾		Show Advanced Filters	
Keywords (First Name, Last Name, E-mail, Student ID)	Type <sup>?</sup>	Enrollment Status <sup>?</sup>	Enrollment Term
<input type="text"/>	Students ▾	Enrolled ▾	Fall Semester 2016 ▾
<b>Student Information</b> First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List ▾			
<b>Area of Study</b> College/School, Degree, Concentration, Major ▾			
<b>Performance Data</b> GPA, Hours, Credits ▾			
<b>Fall Semester 2016 Data</b> Classification, Section Tag, Term GPA ▾			
<b>Course Data</b> Course, Section, Status ▾			
<b>Assigned To</b> Advisor, Tutor, Coach ▾			
<b>Success Indicators</b> Predicted Risk Level, Success Markers ▾			
<input type="button" value="Search"/> <input type="checkbox"/> My Students Only <input type="checkbox"/> Include Inactive			

**You will want to be mindful of which term's data you are searching by.** You may change term data through either **Enrollment Term** or by using the **Term Selector** at the top of your page. Toggling different options under each section will alter the list of students you receive when the search is run. Since there are thousands of possible permutations, we will use an example: **All Accounting Majors between a 2.00 - 3.00 GPA:**

<b>Student Information</b> First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List					
<b>Area of Study</b> College/School, Degree, Concentration, Major					
College/School (In Any of These)? All		Concentration (In Any of These)? All		Degree (In Any of These)? All	
Major (In Any of these)? x Accounting +					
<b>Performance Data</b> GPA, Hours, Credits					
Min. Cumulative GPA? 2.00		Max. Cumulative GPA? 3.00			
Min. Credits Earned? 0		Max. Credits Earned? 999		Min. Hours Attempted? 0	
		Max. Hours Attempted? 999		Min. Credit Comp. %? 0	
				Max. Credit Comp. %? 100	
<b>Fall Semester 2016 Data</b> Classification, Section Tag, Term GPA					
<b>Course Data</b> Course, Section, Status					

When you've refined your search parameters to reflect the student cohort you wish to find, select **Search** at the bottom of the page. You will receive a list of students that match your parameters:

Unsaved Student Search Save

Saved Searches ▾

Standard User Type: student   Enrolled in Summer Semester 2016   Majoring In: Accounting x   Min. Cumulative GPA: 2.00 x   Max. Cumulative GPA: 3.00 x

Search Modify Search

Actions ▾

<input type="checkbox"/> ALL	NAME	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1 Adkerson, Botolf	928257345		2.24		High			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	2 Campese, Dione	925566513		2.66		High			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	3 Chukes, Hova	900908870		2.79		Moderate			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	4 Donnelly, Nasya	386934586		2.19		Moderate			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	5 Gaub, Masen	143664958		3.00		High			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	6 Gravert, Britta	781462912		2.72		Moderate			<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	7 Gulla, Tailyann	059108841		2.66		Low			<a href="#">Edit - Impersonate</a>

Previous 1 Next

From here, you may either **Take Action through the Actions menu** with one, several, or all of the students on this list, or you may **Save your Search**. To save a search, next to where it says **Unsaved**



**Student Search**, click on the **Save** button, **name your search**, and then select **Save Search** to save the parameters you already entered for future use.

### Additional Filters

- **My Students Only** - Search only students assigned to you. Advisor assignments can be direct, one-to-one assignments or indirect major or category assignments. Tutors most commonly have direct, one-to-one student assignments. Students are assigned to professors based on their course rosters.
- **Include Inactive** - By default, the search results only display users who are active in the currently selected term. Checking this box includes students from past terms as well.

## Saving Lists of Students

SSC Campus allows you to save two different types of lists of students, either **Saved Searches** or **Watch Lists**.

## Saved Searches

After searching for and retrieving a list of students, SSC Campus allows you to save the search parameters you used so you may quickly re-run the same search without needing to manually enter in the parameters every time.

To save a search, click on the button **Save** above your list of students. It's at the top of the following image, next to "Unsaved Student Search":

Unsaved Student Search Save

Saved Searches ▾

Standard User Type: student   Enrolled in Summer Semester 2016   Majoring In: Accounting x   Min. Cumulative GPA: 2.00 x   Max. Cumulative GPA: 3.00 x

Search   [Modify Search](#)

Actions ▾

<input type="checkbox"/> ALL	NAME	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1 <a href="#">Adkerson, Botolf</a>	928257345		2.24	Accounting	High	Senior	Debate team	<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	2 <a href="#">Campese, Dione</a>	925566513		2.66	Accounting	High	Senior	Debate team	<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	3 <a href="#">Chukes, Hova</a>	900908870		2.79	Accounting, Finance	Moderate	Senior	Debate team	<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	4 <a href="#">Donnelly, Nasya</a>	386934586		2.19	Accounting	Moderate	Junior	Debate team	<a href="#">Edit - Impersonate</a>

After you click **Save**, you will be asked to **name your search**. We recommend you are as specific as possible, like the following example:

SAVE SEARCH

×

Name

ACCT Majors 2.00-3.00

cancel

Save Search

Once named, click **Save Search**.

**You have saved the search parameters from the advanced search you just ran. The students you see on this list might change as their attributes change.** For example, in the search above for Accounting Majors between a 2.00-3.00, if Botolf Adkerson switches majors, he will no longer appear on my list when I re-run this search. **Saving Searches always returns a list of the students that meet your search parameters, it does not save the students themselves.**

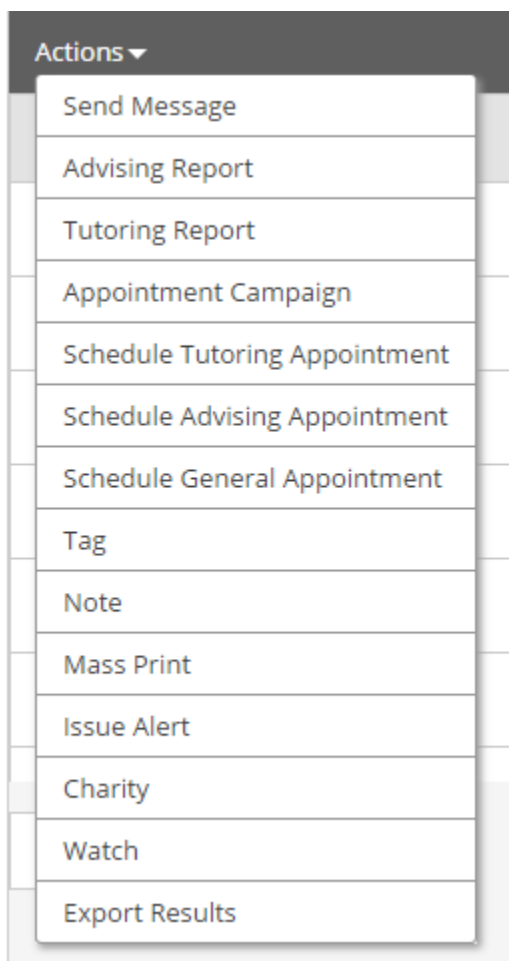
## Watch Lists

In the event you wish to save a list of students and do not necessarily care about their attributes, you will want to create a **Watch List**. A watch list is a static group of students that you can continually monitor over time.

To create a watch list, run your Advanced Search and return a list of students. Once you have your list, select all students you wish to add by selecting the gray box next to their name, or by selecting the entire list by clicking on the gray **All** box. After selecting your students, click on the **Actions Menu**:

Actions ▾										
<input checked="" type="checkbox"/> ALL	NAME	ID	WATCH LIST	CUM. GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS	
<input checked="" type="checkbox"/>	1	Adkerson, Botolf	<input type="checkbox"/>	2.24	Accounting	High	Senior	Debate team	<a href="#">Edit - impersonate</a>	
<input checked="" type="checkbox"/>	2	Campese, Dione	<input type="checkbox"/>	2.66	Accounting	High	Senior	Debate team	<a href="#">Edit - impersonate</a>	
<input checked="" type="checkbox"/>	3	Chukes, Hova	<input type="checkbox"/>	2.79	Accounting, Finance	Moderate	Senior	Debate team	<a href="#">Edit - impersonate</a>	
<input checked="" type="checkbox"/>	4	Donnelly, Nasya	<input type="checkbox"/>	2.19	Accounting	Moderate	Junior	Debate team	<a href="#">Edit - impersonate</a>	
<input checked="" type="checkbox"/>	5	Gaub, Masen	<input type="checkbox"/>	3.00	Accounting	High	Senior	Debate team	<a href="#">Edit - impersonate</a>	

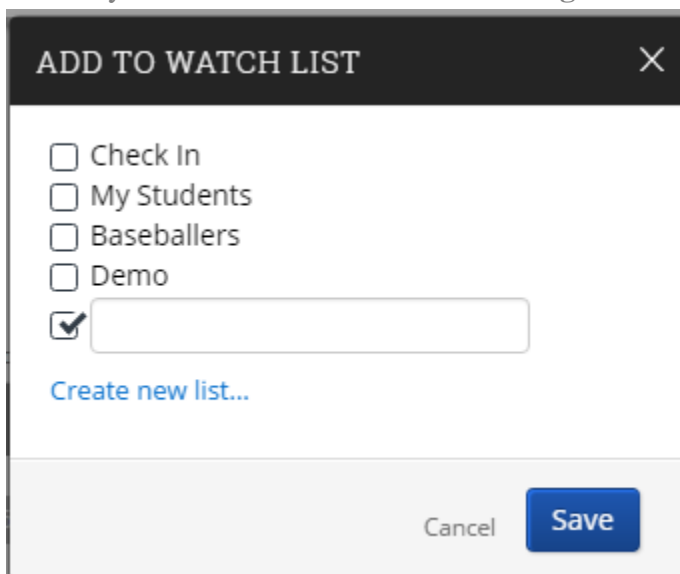
From here, select **Watch** at the bottom of the list:



Actions ▼

- Send Message
- Advising Report
- Tutoring Report
- Appointment Campaign
- Schedule Tutoring Appointment
- Schedule Advising Appointment
- Schedule General Appointment
- Tag
- Note
- Mass Print
- Issue Alert
- Charity
- Watch
- Export Results

You may either **add students to an existing Watch List** or you may select **Create New List**.



ADD TO WATCH LIST ✕

☐ Check In

☐ My Students

☐ Baseballers

☐ Demo

☒

[Create new list...](#)

Cancel Save

Once you name your list, click **Save**. **You have saved a static list of students that will not change over time.**

## Using Your Saved Searches and Watch Lists

Once you've created a **Saved Search** and/or **Watch List**, there are several areas within SSC Campus you may access them.

## Home Page

The first place will be your home page. By clicking on **My Assigned Students For (Current Term)**, you will be able to select from **any of your saved searches or watch lists to display on your home screen.**

### Advisor Home ▾

Students Upcoming Appointments My Availability Advising Center Advising Requests

My Assigned Students For Summer Semester 2016 ▲

<input type="text"/>	
<b>MY STUDENTS</b> <a href="#">My Assigned Students for Summer Semester 2016</a> <a href="#">My Assigned Students All Terms</a>	
<b>WATCH LISTS</b> <a href="#">Check In</a> <a href="#">My students</a> <a href="#">Baseballers</a> <a href="#">demo</a>	
<b>SAVED SEARCHES</b> <a href="#">High Risk Accounting</a> <a href="#">Test search</a>	

WATCH LIST	CUM. GPA	PREDICTED RISK LEVEL
005518	2.65	Low
928929	2.89	Low
555267	2.96	Low
115921	3.38	Moderate
407077		
201150		
491803	2.83	Low



EAB

#### Actions

I want to...

[Issue an Alert](#)

#### Quick Links

Take me to...

[Schedule General Event](#)

[Appointment Campaigns](#)

[Record Class Attendance](#)

[Manage Assignments](#)

[Travel Letters](#)

[Book Slip Campaign](#)

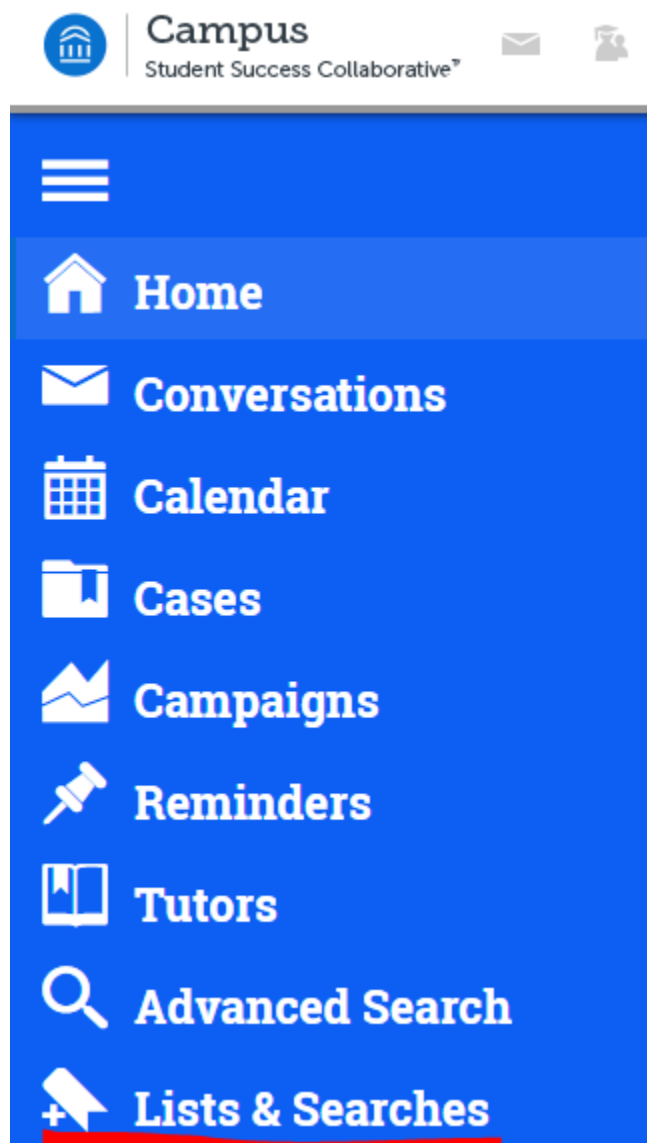
[School Information](#)

[Download Center for Reports](#)

Any time you select one of your Saved Searches, **it will automatically run a search to give you the most up-to-date list.**

## Lists and Searches Tab

Your Watch Lists and Saved Searches also have their own tab. You may find it under the **Navigation Menu** as **"Lists and Searches"**:



Under this menu, you may access your saved searches and watch lists. Additionally, you may create new lists from this page as well.

☰
🏠
✉️
📅
📁
📈
📌
📖
🔍
📍
📊
🖨️
📄

## Watch Lists

	NAME	# OF STUDENTS
<input type="checkbox"/>	My students	20
<input type="checkbox"/>	demo	13
<input type="checkbox"/>	Check In	1
<input type="checkbox"/>	Baseballers	218

## Saved Searches

	NAME
<input type="checkbox"/>	Test search
<input type="checkbox"/>	My saved search
<input type="checkbox"/>	High Risk Accounting
<input type="checkbox"/>	ACCT Majors 2.00-3.00
<input type="checkbox"/>	Accounting murky middle

## In the Advanced Search

**Saved Search:** From the Advanced Search, you may access any of your previous saved searches to run:

Search



New Search

Saved Searches ▾
☑ Show Advanced Filters

Students

Enrolled

Summer Semester 2016

**Watch List:** Under the **Student Information** tab, you may select one or more watch lists as a search filter:

Student Information				
First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List				
First Name?	Last Name?	From Last Name?	To Last Name?	Student ID?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	Race	Watch List (In Any of These)		Transfer Student
<div>All</div>	<div>All</div>	<div>My students</div>		<div>Any</div>
Category (In Any of these)?		<div>Check in</div>		
<div>All</div>		<div>Baseballers</div>		
		<div>demo</div>		
Tag (In Any of these)?				
<div>All</div>				

## Additional Search Filters

### Student Information

Use this group of filters to search for students by personal identifying information, such as name, ID, gender, race, category, or tag.

**Objective:** Find students that are in a specific category or are associated with a specific tag  
Advisors might use this search to identify students that are associated with a specific group on campus that have completed specific milestones.

**Example:** Students in the baseball category who attended orientation

**New Search**

Saved Searches +

Keywords (First Name, Last Name, E-mail, Student ID) Type? Students

**Student Information** First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List

First Name? Last Name? From Last Name? To Last Name? Student ID?

Gender: All Race: All Watch List (In Any of These): All Transfer Student: Any

Category (In Any of these)? ☒ Baseball (A1) +

Tag (In Any of these)? ☒ Attended Orientation | +

Be sure to select the type of user you want to query.

Click on the '+' sign icons to expand Category and Tag logic options.

**Objective:** Find students on a specific watch list.

An advisor might use this search to determine which students on his or her watch list may be in a given category, have a GPA, or is nearing the graduation credit threshold.

**Example:** Students on the 'Tracking Honor students' watch list who intend to transfer

Gender: All Race: All Watch List (In Any of These): ☒ Tracking Honor students

Category (In Any of these)? All +

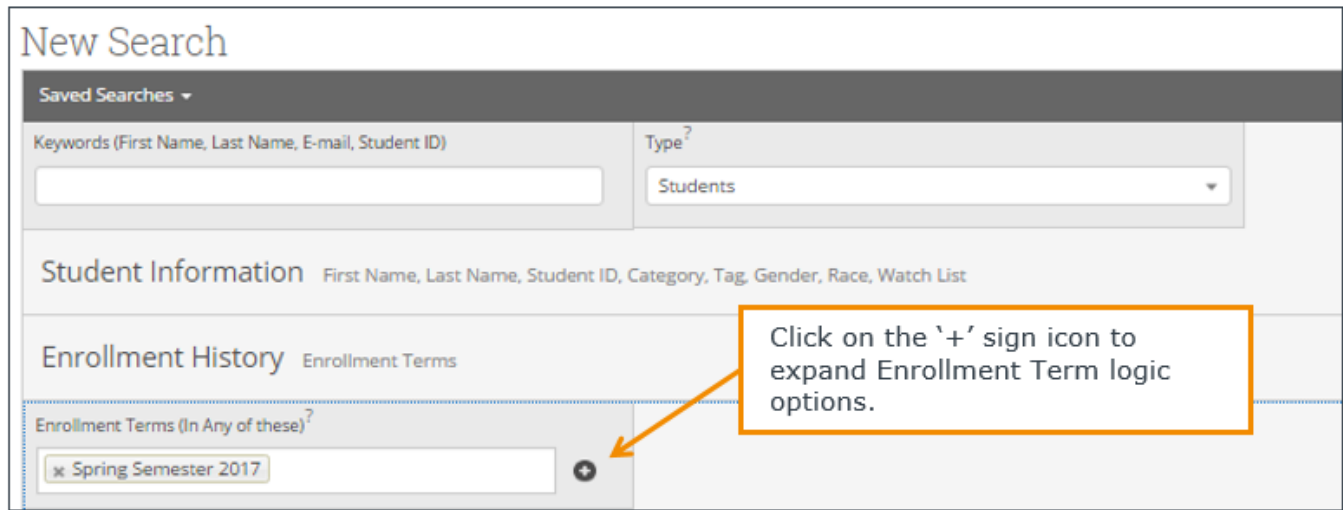
Tag (In Any of these)? ☒ Intends to Transfer +



## Enrollment History

Create logic statements to search for students by their enrollment status in a variety of terms.

**Objective:** Find students enrolled in the current semester



**New Search**

Saved Searches ▾


Keywords (First Name, Last Name, E-mail, Student ID)

Type?

**Student Information** First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List

**Enrollment History** Enrollment Terms

Enrollment Terms (In Any of these)?

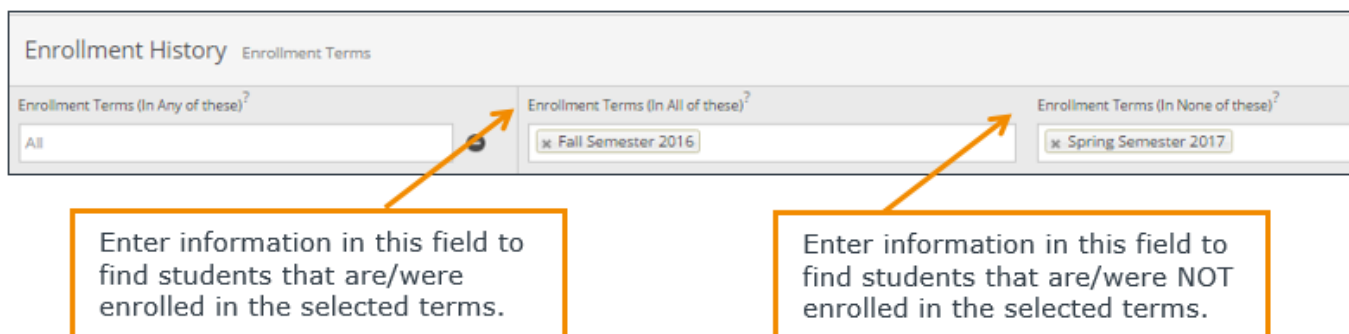


Click on the '+' sign icon to expand Enrollment Term logic options.


**Objective:** Find students that were enrolled in a past semester but are not enrolled in the current semester

Advisors might use this search to identify students that were previously enrolled in taking courses but have not returned to school for the current semester. These students might benefit from a second-look to determine why they did not persist.

**Example:** Students that were enrolled in Fall Semester 2016 but are not enrolled in Spring Semester 2017



**Enrollment History** Enrollment Terms

Enrollment Terms (In Any of these)?  

Enrollment Terms (In All of these)?

Enrollment Terms (In None of these)?

Enter information in this field to find students that are/were enrolled in the selected terms.

Enter information in this field to find students that are/were NOT enrolled in the selected terms.

## Area of Study

Combine elements of this filter to search for students based on areas of study, including college affiliation, degree, concentration, or major.

**Objective:** Find students that are enrolled in a specific major or group of majors.

Faculty might use this search to see students that are currently enrolled in majors within the department they oversee.

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?  
x Spring Semester 2017

Area of Study College/School, Degree, Concentration, Major

College/School (In Any of These)?  
All

Concentration (In Any of These)?  
All

Degree (In Any of These)?  
All

Major (In Any of these)?  
x Biological Science

Click on the '+' sign icon to expand major logic options.

Major (In Any of these)?  
x Biological Science

Major (In All of these)?  
All

Major (In None of these)?  
All

Further refine your search by selecting college, concentration, or degree type.

Area of Study College/School, Degree, Concentration, Major

College/School (In Any of These)?  
All

Major (In Any of these)?  
x Biological Science

Concentration (In Any of These)?  
Microbiology  
Molecular Genetics  
Neurobiology & Behavior Neuro  
Not Applicable  
Physiology

Performance Data GPA, Hours, Credits

## Performance Data

Search using these filters to segment student groups by GPA, credits earned, and hours attempted.

**Objective:** Find students that have a GPA within specific range

Advisors might use this search to identify students in the ‘murky middle’ so that they can run targeted advising campaigns.

Further refine your search by layering on high school GPA filters.

Performance Data GPA, Hours, Credits					
Min. Cumulative GPA <sup>?</sup>	Max. Cumulative GPA <sup>?</sup>	Min. High-School GPA <sup>?</sup>	Max. High-School GPA <sup>?</sup>		
2.00	2.50	0.00	5.00		
Min. Credits Earned <sup>?</sup>	Max. Credits Earned <sup>?</sup>	Min. Hours Attempted <sup>?</sup>	Max. Hours Attempted <sup>?</sup>	Min. Credit Comp. % <sup>?</sup>	Max. Credit Comp. % <sup>?</sup>
0	999	0	999	0	100

**Objective:** Find students that have earned credits within specific range

Advisors might use this search to identify students who are nearing graduation to remind them about any graduation-related applications.

Performance Data GPA, Hours, Credits					
Min. Cumulative GPA <sup>?</sup>	Max. Cumulative GPA <sup>?</sup>	Min. High-School GPA <sup>?</sup>	Max. High-School GPA <sup>?</sup>		
0.00	5.00	0.00	5.00		
Min. Credits Earned <sup>?</sup>	Max. Credits Earned <sup>?</sup>	Min. Hours Attempted <sup>?</sup>	Max. Hours Attempted <sup>?</sup>	Min. Credit Comp. % <sup>?</sup>	Max. Credit Comp. % <sup>?</sup>
90	105	0	999	0	100

You can also search by credit completion percentage.

## Term Data

Select conditions within this group of filters to run a search for students using information associated with a specific term.

**Objective:** Find students that were enrolled in a course with a specific professor in the previous term.

Faculty might use this search to identify students who took one of their courses in a past term.

Term Data Classification, Section Tag, Term GPA

Term  
Fall Semester 2016

Min. Term GPA<sup>?</sup>  
0.00

Max. Term GPA<sup>?</sup>  
5.00

Enrolled with Professor<sup>?</sup>  
Kilpatrick, Steven

Section Tagged With<sup>?</sup>  
All

Classification (In Any of these)<sup>?</sup>  
All

Classification (In None of these)<sup>?</sup>  
All

Further refine your search by filtering by student classification, term GPA., or course section.



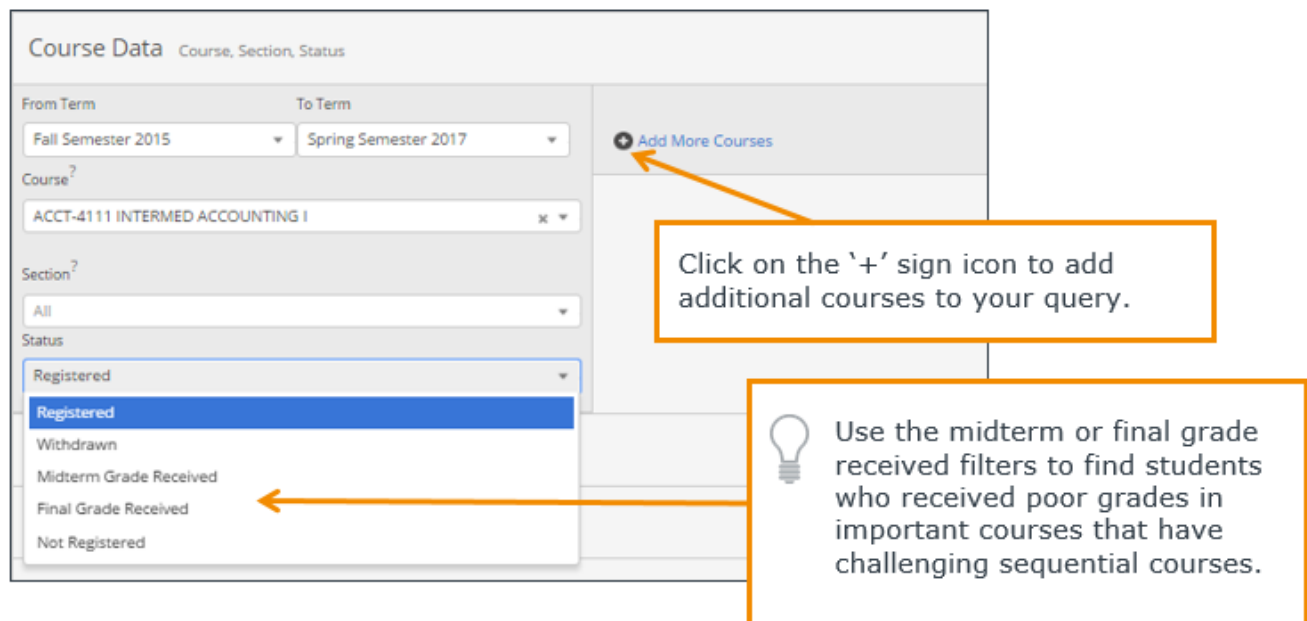
It is important to remember that any additional filters you select within the Term Data bucket are associated with the term you have selected. In this instance, we are searching for students who were enrolled in a *past* course with Professor Kilpatrick in Fall Semester 2016. The students who return in the results will fit the parameters of this search, but their *current* data will display.

## Course Data

Utilize this group of filters to query students based on courses, section, and status.

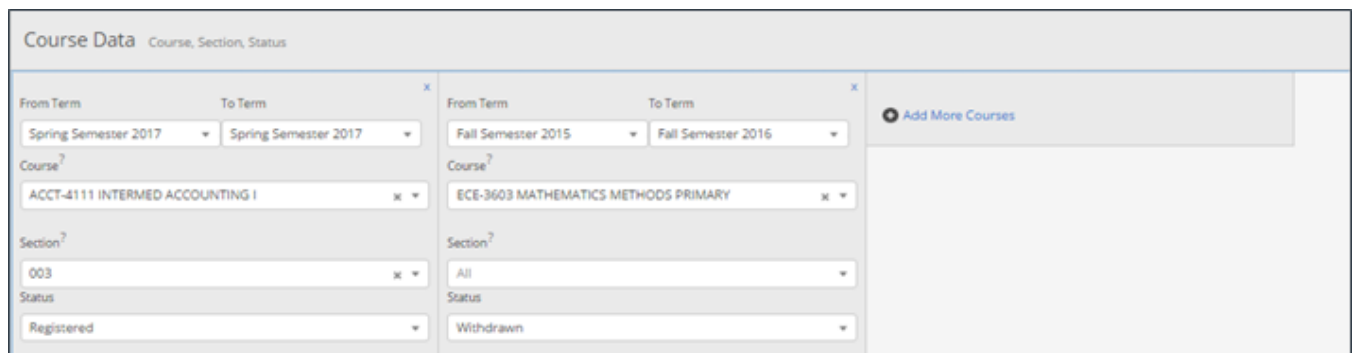
**Objective:** Find students that registered for a specific course in a previous or current semester.

Advisors might use this search to identify students who have not yet registered for an important required course for a given major.



The screenshot shows the 'Course Data' filter interface. It includes fields for 'From Term' (Fall Semester 2015), 'To Term' (Spring Semester 2017), 'Course?' (ACCT-4111 INTERMED ACCOUNTING I), 'Section?' (All), and 'Status' (Registered). An orange arrow points to the '+ Add More Courses' button with a text box that says: 'Click on the '+' sign icon to add additional courses to your query.' Another orange arrow points to the 'Registered' status dropdown menu with a text box that says: 'Use the midterm or final grade received filters to find students who received poor grades in important courses that have challenging sequential courses.'

Advisors might add additional filters to identify students who are registered for a specific course in an upcoming semester, but withdrew from a prerequisite course in a previous term.



The screenshot shows the 'Course Data' filter interface with two filter groups. The first group has 'From Term' (Spring Semester 2017), 'To Term' (Spring Semester 2017), 'Course?' (ACCT-4111 INTERMED ACCOUNTING I), 'Section?' (003), and 'Status' (Registered). The second group has 'From Term' (Fall Semester 2015), 'To Term' (Fall Semester 2016), 'Course?' (ECE-3603 MATHEMATICS METHODS PRIMARY), 'Section?' (All), and 'Status' (Withdrawn). An orange arrow points to the '+ Add More Courses' button.

## Success Indicators

Run a search using these filters to identify students based on predicted risk level or success marker completion status.

**Objective:** Find students that are have an upcoming success marker and a specific risk level.

Advisors might use this search to identify students who have important key courses coming up and might need additional support.

Success Indicators Predicted Risk Level, Success Markers			
Predicted Risk Level (In Any of these)?	Success Marker (In All of these)?	Min. # of Missed Success Markers?	Max. # of Missed Success Markers?
<input type="text" value="x Moderate Predicted Risk Level"/>	<input type="text" value="x CHEM1211K; B-; O-15"/>	<input type="text" value="0"/>	<input type="text" value="999"/>
	Success Marker Status?		
	<input type="text" value="Upcoming"/>		

## SSC Campus – Report Library

Below you will find a comprehensive list of all reports within the platform. In each report you are able to filter the results by using the Advanced Search filters. Some reports have additional filters that apply specifically to that report. In addition, all reports house data specific to the term, and some reports have the option to 'ignore term', so keep that in mind as you are running reports. All reports are exportable to excel, you can get to this by clicking actions and export to excel. Also within the actions you can hide/show specific columns that apply to that particular report.

Finally, all reports are “actionable”, which means that you can take action directly from the search results. In some reports you can create campaigns, add appointments, send messages, view appointment details, add reports and notes, and add availabilities.

**Reports that are helpful to Advisors include, but are not limited to:**

- **Daily Appointment Reports**
  - This will give you a list of all appointments upcoming for the date range that you need
- **Advisor Summaries Report**
  - This will give you a list of all of your summary reports created during a specified date range. You can run this per student or for a large group of your students.
- **Note Report**
  - This will give you a list of all of your notes created during a specified date range. You can run this per student or for a large group of your students.
- **Students with/without Advising Appointments**
  - This will give you a list of all of the students that have not yet met with you during a specified date range. This report will also let you send an appointment campaign from the actions menu.

### Progress Reports

#### **Student Progress Reports**

This report provides a simple summary of the student's academic progress. The report displays students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is “At-Risk” or not for a course, and provides the comments about the student's progress, displays number of absences, and displays grade associated to the Progress Report. Student Progress Reports

- Fields: GF Evaluation ID; GF User ID; Student; Student Name; Category List; Course; At Risk?; Number of Absences; Grade; Comment; Evaluation Created By; Date submitted.

## Detailed Student Progress Reports

This report provides more information as it relates to a student's academic progress in a course in which a progress report has been submitted. This report displays students who received any type of Progress Report for their course(s) for the given term. This report identifies if a student is "At-Risk" or not for a course, and provides the comments about the student's progress, displays number of absences, displays grade associated to the Progress Report, and also Midterm and Final grades, informs faculty if the report was from an Early Alert – Progress Report Campaign initiative or not, and displays drop status for the course.

- Fields: GF Evaluation ID; GF User ID; Student; E-mail address; Home phone; Cell phone; Class; Sex; Race; Major; Categories; Section; Course number; Course; At risk?; Number of absences; Grade; Comment; Date submitted; Evaluated by; Dropped?; Course dropped at; Midterm grade; Final grade; Completed; From Campaign.

## Student Progress Reports Flagged At-Risk

The report is a condensed version of the Student Progress Report that only displays those students who have been marked At-Risk by faculty.

- Fields: GF Evaluation ID; GF User ID; Student Name; Category List; Course; At Risk?; Number of Absences; Grade; Comment; Evaluation created by; Date submitted.

## Detailed Students Flagged At-Risk

This report displays the same type of information as the Student Progress Reports Flagged At-Risk, and identifies if the At-Risk status was from the Early-Alert Progress Report Campaign or not.

- Fields: GF Evaluation ID; GF User ID; Student; E-mail address; Home phone; Cell phone; Class; Sex; Race; Major; Categories; Section; Course number; Course; At risk?; Number of absences; Grade; Comment; Date submitted; Evaluated by; Dropped?; Course dropped at; Midterm grade; Final grade; Completed; From Campaign.

## At-Risk Progress Reports and Tutor Appointment:

This report shows a list of students who have been marked At-Risk by faculty and if the student received tutoring services.

- Fields: GF User ID; GF Evaluation; Student ID; Student Name; E-mail address; Major; Categories; GF Course ID; Section; Course number; Course; Dropped; Course dropped at; Midterm grade; final grade; Date submitted; At Risk?; Number of absences; Grade; Comment Tutor appointment; Id.



### **At-Risk Progress Reports and Advisor Appointment**

This report shows a list of students who have been reported At-Risk in a course and any advisor appointments. This report shows if students who are marked At-Risk are being processed effectively with advisor appointments. Also, with Dropped Dates, Advisor Appointment Dates, and Grades, the report shows effectiveness of those actions.

- Fields: Student Name; Email Address; Major; Categories; Section; Course Nol Course; Dropped?; Midterm Grade; Final Grade; Date Submitted; At Risk?; Number of Absences; Grade; Comment; Advisor Appointment Created; Appointment Count; Student Attended; Instructor; Instructor Name; Alert Reasons

### **Progress Report Requests**

This report displays all Progress Report requests by professor and Student during the date range selected.

- Fields: Student Name; Student ID; Class; Section; Course No; Course; Name; Created At; Response; At Risk?; Grade; Comment; Number of Absences; Date Submitted; Alert Reasons; Dropped?; Dropped At; Instructor name

## **Alerts and Cases Reports**

### **Alerts**

This report will display all Alerts issued on students between the date range selected. This report is filterable by Alert Reason as well. Alerts

- Fields: Student Name; Alert Reasons; Created at; Issued By; Associated Courses; Tags

### **Cases**

This report will display all Cases opened or closed on students between the date range selected. This report is filterable by Alert Reason and Case opener as well.

- Fields: Student ID; Alternate ID; Student Name; Email Address; Cell Phone; Open; Alert Reasons; Created At; Course No; Campaign; Issued By; Assignees; Closed At; Closed By; Tags; Comments; Closed Reason

## Absence and Enrollment Reports

### **Absence**

This report displays any and all absences recorded within a specific date range.

- Fields: GF User ID; Enrollment; Student ID; Student; Student Name; Category; GF Section ID; Course #; Section; Course; Total Class Absences; Total Class Excused; Total Absences; Total Excused; Enrollment.

### **Absence Details**

This report display any and all absences recorded within a specific date range.

- Fields: GF User ID; GF Absence ID; Student ID; Student; Student Name; Categories; GF Section ID; Course #; Section; Course; GF Absence ID; Absence Date; Absence is Excused; Absence Comment; Creator; Creator External; Creator Name; Created at.

### **All Recorded Attendances**

This report displays all attendances taken between specific date ranges. It will show whether attendance has been taken and if a student was marked absent, present or tardy.

- Fields: Unique; GF User ID; Student; Student External; Student Name; Categories; Course; Instructors; Course Time; State; Excused?; Comment.

### **Sections with/Without Attendance:**

This report will display all of the courses that have had any recorded attendance or not. You are able to filter on Date, Complete, Incomplete, or No Response.

- Fields: Instructor, Instructor Name, Course, Course Time, Recorded, Attendance Count, Attendance Recorded At, Attendance Creator Name.

### **Dropped Classes**

This report shows any and all student who have dropped a class.

- Fields: GF User ID; GF Enrollment ID; Instructor; Student ID; Student; Student Name; Course #; Section; Course; Class Times; Begin Date Time; End Date Time; Monday; Tuesday; Wednesday; Thursday; Friday; Instructor; Course Dropped at; Last Day of Attendance.

### **Non-Campaign Enrollment Census Report**

This report pulls from attendance information and will display the last day of attendance, and/or other enrollment information as provide by instructors.

## **Assignment & Miscellaneous Reports**

### **Users Who Have Logged In**

Displays a list of all users who have logged into SSC Campus - this report does not populate info if your institution is using SSOUsers Who Have Logged In

- Fields: GF User ID; Student; Student name; E-mail address; Cell phone; Activated on; edit

### **Users Who Have Not Logged In**

Displays a list of all users who have not logged into SSC Campus - this report does not populate info if your institution is using SSO

- Fields: GF User ID; Student; Student name; E-mail address; Cell phone; Activated on; edit

### **Student Assignments Report:**

Generates a list of all student assignments that have been created for students.

### **Student Assignments Past Due Report**

Generates a list of all student assignments that are considered past due for students.

### **Professors Active for Term**

Displays a list of all professors that are active for the current term.

- Fields: Professor; GF User ID; Student ID; Professor name; E-mail address; work phone; Classes taught; Activated at; Absences marked; Progress report.

## **Study Hall Reports**

### **Students Currently Checked In**

Displays a list of all students who are currently checked into study hall.Students Currently Checked In

**Students who Recently Checked Out**

Displays a list of all students who were recently checked out of study hall as of today. This report refreshes each day.

**Charity Time**

Displays charity times that have been assigned to students within a specific date range.

**Completed Required Study Hours**

Displays a list of students who have completed their required weekly study hall hours.

**Did Not Complete Required Study Hours**

Displays a list of students who have not completed their required weekly study hall hours.

**Weekly, Monthly, Term Time**

This report will display all Study Hall time required and captured within the date range that is chosen.

- Last Name, First Name, Class, Categories, Required Time Per Week, Required Time per Date Range, Total Time, Remaining Time, Student ID.

**History Log:**

Displays a detailed history log of a study hall time logged by students within a specific date range.

**Student Information Reports****Students Active For Term**

Lists all students who are considered active for the current term. Students Active for Term

- Fields: Student; GF User ID; Student ID; Student name; E-mail address; cell phone; Term credit hours; Name; Majors; Overall gpa; Minutes per week; Enrolled courses; Dropped courses; Absences; Unexcused absences; Categories; Tags; Is at risk; Date of birth; Race; Activated at; Address 1; Address 2; City; State; Zip.

### Students with/without Advisors

The following is a list of students with their advisors. Each student is listed for each advisor. If a student has multiple advisors, he will be listed twice, which allows for easier processing in Excel.

- Fields: Student; Unique; GF User ID; Student ID; Student name; E-mail address; class; Cell phone; Categories; Majors; Advisors name; E-mail address; Assigned through.

### Students with Courses

This report gives a summary for each student's courses this term. Due to the size of the report, if the report does not load try one of the following 1) filter to smaller groups (i.e. category, tag, or classifications) or 2) export to Excel without showing on screen by clicking "Print Report" to the right without "Searching." Using this report in Excel, you can weight absences, at-risk evaluations, tutor requests, and tutor appointments.

- Fields: Student name; GF Enrollment ID; Student ID; GF User ID; E-mail address; Cell phone; Total credit hours; Name; Majors; Course name; Dropped?; Course dropped at; Midterm grade; Final grade; Total evaluations; At risk evaluations; Absences; Excused absences; Tutor requests; Tutor requests fulfilled; Tutor appointments

### Students by Category and Course

This report displays each student's course schedule (Course Starts On; Course Ends On; Class Starts At; Course Ends At; Meeting Day(s); and Meeting Location).

- Fields: GF user ID; Unique; Student ID; Student Name; Categories; Classifications; Majors; Cumulative GPA; Term credits; Section; Hours; Course #; Course; Starts on; Ends on; Class starts at; Class ends at; Meets; Location; Midterm grade; Final grade; Dropped?; Courses dropped at; Number of absences; Projected grade; Professor comments; Completed by.

### Notes

This report will display any and all notes that have been created for a student within a specific date range.

- Fields: GF User ID; GF Note ID; Author; Student; Student ID; Student name; Note; Due at; Is completed; Created at; Authors name; Edit note.

## Student Service Reports

### **Student Services**

This report will show all student services utilized by each student. This report is filterable by location and service.

- Fields: Created At, Student ID, Student Name, Categories, Appointment Reasons, Appointment Comments, Appointment Type, Course, Course Number, Date of Birth, Cumm. GPA, Term GPA, Email Address, Class, Majors, Tags, Race, Check In Location, Visit State, Visit Type, Visit Modified At, Duration, Check In Date, Check Out Date, Check Out Location, Checked out From Report, Checked out From Profile, Tutor Name, Advisor Name, Report Summary

### **Student Services by Section**

This report shows all services utilized by student and the section in which they are enrolled. This report is filterable by location and service.

- Fields: Created At, Student ID, Student Name, Categories, Appointment Reasons, Appointment Comments, Appointment Type, Course, Course Number, Date of Birth, Cumm. GPA, Term GPA, Email Address, Class, Majors, Tags, Race, Check In Location, Visit State, Visit Type, Visit Modified At, Duration, Check In Date, Check Out Date, Check Out Location, Checked out From Report, Checked out From Profile, Tutor Name, Advisor Name, Report Summary, Sections, Section External ID

## Tutor Reports

### **Tutor Appointments**

This report lists students who received any tutoring services (Drop-Ins or Scheduled Appointments, and/or Reasons/Services) within a specified date range.

- Fields: GF User ID; Evaluation ID; Tutor; Student; Begin date time; Location; Reported duration; Tutor name; Student ID; Student name; Course #; Appointment reason; Appointment comments; Is report filed.

### **Tutor Appointment Details**

This report shows the same information as the Tutor Appointments Report, and also provides a summary of what was covered in the tutoring session. The additional information allows for more in-depth analysis.

- Fields: GF User ID; Evaluation ID; Tutor; Student; Student ID; Tutor name; Tutor external; Student name; Categories; Student external; Appointment created; Begin date time; End date

time; Duration; Location; Reported duration; Is report filed; Is no show; Unused slots; course #; Course; Appointment reason; Appointment comments; Summary.

### **Tutor Summaries**

This report will show you all summary reports for tutoring created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

### **Tutor Detail Summaries**

This report will show you all summary reports for tutoring created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Major; Term Credits; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

### **Daily Tutor Appointments Report**

This report shows a list of the current day's tutoring appointments.

- Fields: GF User ID; Tutor; Student; Begin date time; Tutor name; Student ID; Student name; Categories; course #; Course; Appointment reason; Appointment comments; Reported duration; Student phone; Student email; Tutor cell phone; Student work phone; Tutor email.

### **Tutor No-Shows**

This report only applies to Scheduled Tutoring Appointments and displays students who were marked as a No-Show to their scheduled tutoring appointment.

- Fields: Tutor; GF Evaluation ID; GF User ID; Student; Begin date time; Tutor name; Student ID; Student name; Appointment created; Course #; Course; Appointment reason; Appointment comments; Summary.

## Tutor Cancellations

This report will show you all Tutoring appointments that have been cancelled within the date range that you have chosen. You are able to filter on tutor, location, service, or cancellation reason.

- Fields: Student name; Classification; categories; Appointment Reasons ; Appointment Type; Location; Begin Date Time; Cancelled On; Counted As No Show; Appointment Cancelled By; Cancellation Reason; Cancellation Comment; Appointment Created By

## Tutor Stats

The tutor Stats Report gives the tutor coordinator the ability to view exactly how their tutors are being utilized in regards to tutor appointments. This report was designed to help users manage/maintain specific tutor utilization levels.

- Fields: GF User ID; Tutor; Student ID; Tutor name; Student count; Appointment count; Appointment attendance; Evaluation count; Schedules; Walkins; No show count; Logged time; Calendar time.

## Tutor Requests Report

This report lists out each Tutor Request that is made within the platform. Within the report you can view if a request has been matched or not, the course, and student name.

- Fields: GF User ID; Created at; Student ID; Student name; Email address; Class; Comment; Course dropped at; Midterm grade; Final grade; Section; Course #; GF course ID; Course; Is matched; Matched at; Tutor name; Meeting times; Begin date time; Requested by.

## Tutor Requests by Course

This report lists tutors by the course and availability. Please note, when using 'Export to Excel' for this page, the export will contain one line per 'Availability' set by the tutor. Therefore, some tutors and courses will be listed multiple times. This allows for better data manipulation within Excel.

- Fields: Course; Course #; Number of tutor requests.

## Tutors by Course

This report lists tutors by the course and availability. Please note, when using 'Print Report' for this page, the export will contain one line per 'Availability' set by the tutor. Therefore, some tutors and courses will be listed multiple times. This allows for better data manipulation within Excel.

- Fields: GF User ID; Student name; Cell phone; Email address; Course #; Course; Maximum tutor hours; Available times; Begin time; Sunday; Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; End Time.



## **Tutor Availabilities**

This report will display all availabilities for Tutor users. In this report you can add, remove, and edit availabilities. You are also able to add availabilities en masse for Tutors.

- Fields: Tutor Name; Location; Student Services; Courses; Available Times; Begin Time, End Time; Days; Is Active; Duration; Purpose

## **Tutor Payroll Reports Tutor Payroll Approval:**

The reports provided for Tutor Payroll Approval allow tutor management staff to review all timesheets (both submitted and not submitted yet) for their tutors, based on a selected pay period. You can select one or more timesheets and approve them. Once approved, the timesheet will be available to print as a one-page document, suitable to turn into the financial office for payment.

## **Tutor Payroll Requests**

### **Payroll Approval**

The reports provided for Tutor Payroll Approval allow tutor management staff to review all timesheets (both submitted and not submitted yet) for their tutors, based on a selected pay period. You can select one or more timesheets and approve them. Once approved, the timesheet will be available to print as a one-page document, suitable to turn into the financial office for payment.

Payroll Approval

### **Tutor Hours Summary**

This report generates payroll summary sheets (or timesheets) for tutors that, for the selected pay period, have been approved by tutor administrators. These sheets are printable as one-page documents that can be turned in to the financial office for payroll processing.

### **Detailed Tutor Hours Summary**

This report generates payroll detailed sheets (or timesheets) for tutors that, for the selected pay period, have been approved by tutor administrators. These sheets are printable as one-page documents that can be turned in to the financial office for payroll processing.

## **Advisor Reports**

### **Advisor Appointments Report**

Report that displays specific advisor appointments within a specified date range. This is a summary report.

- Fields: GF User ID; Advisor Name; Begin Date Time; Duration; Reported Duration; Location; Appointment Type; Student ID; Student Name; Appointment Reason; Appointment Comments; Is Report Filed.

### **Advisor Appointment Details**

Report that displays specific advisor appointments within a specified date range. This is a detailed report.

- Fields: GF User ID; Advisor Name; Student Name; Student ID; Begin Date Time; End Date time; Appointment Created By; Duration; Location; Appointment Type; Is Report Filed; Is No Show; Summary.

### **Students With/Without Advising Appointments**

This report will display all students that have with or without an advising appointment between the date ranges chosen. This report is filterable by Advisor, Location, and Service.

- Fields: Student Name; Had Appointment; Student; Assigned Advisors; Categories; Tags; Student Email Address; Majors; Classifications; Appointment Type; Date of Appointment; Appointment Advisor; Was Cancelled; Cancellation Date; Is no Show; Is Report Filed; Calendar Instance

### **Advisor Summaries**

This report will show you all summary reports for advising created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

### **Advisor Detail Summaries**

This report will show you all summary reports for advising created during the date range that you have chosen. You are able to filter by tutor, location, or service within this report.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Major; Term Credits; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

### Daily Advisor Appointments

This is a report that displays all advisor appointments for a specific day or date range.

- Fields: GF User ID; Organizer; Student ID Begin Date Time; Appointment Type; Duration; Reported Duration; Assigned Advisor; Categories; Appointment Reason; Appointment Comments; Student Phone; Student Email; Advisor Phone; Advisor Email; Appointment Created.

### Advisor Activity Report

This report will display all appointment activity in the platform during a specific date range chosen. You are able to filter on Advisor, Location, and Reason. All of the data is student specific showing you the details of those activities.

- Fields: Created at; Student ID; Categories; Appointment Reason; Appointment Comments; Appointment Type; Course Number; Course Name; Date of Birth; Cumulative GPA; Term GPA; Email Address; Class; Majors; Tags; Race; Visit; Location; Check in Location; Checked out From Report; Checked out from Profile; Advisor Name; Begin Date Time; End Date Time; Appointment Created At; Scheduled Duration; Location

### Advisor Cancellations

This report will show you all Advising appointments that have been cancelled within the date range that you have chosen. You are able to filter on advisor, location, service, or cancellation reason.

- Fields: Student name; Classification; categories; Appointment Reasons; Appointment Type; Location; Begin Date Time; Cancelled On; Counted As No Show; Appointment Cancelled By; Cancellation Reason; Cancellation Comment; Appointment Created By

### Advisor No-Shows

This report displays a list of those students who were marked as a no-show for their advisor appointments.

- Fields: Advisor Name; GF User ID; Student Name: Student ID; Begin Date Time; Appointment Created By; Appointment Reason; Appointment Comments; Summary.

### Advisor Stats

This report will give you statistical numbers for each advisor. This report will show you how many appointments; student counts, and reports that the advisor has had during the specified date range.

- Fields: Advisor Name; Student Count; Appointment Count; Appointment Attendee Count; Evaluation Count; Attended Count; No Show Count; Cancelled Count; Scheduled; Walk Ins; Logged Time; Calendar time

### **Advisor Conversation Stats**

This report will display how many texts, emails, and phone calls that each advisor has initiated during the date range selected.

- Fields: Advisor Name, Email Send Count, SMS Count, Phone Call count

### **Advising Request Report**

This report lists out each Advisor Request that is made within the platform. Within the report you can view if a request has been matched or not and student name.

- Fields: Created At; Student ID; Student Name; Reason; Email Address; Class; Comment; Is matched; Matched At; Matched By; Advisor; Advisor Name; Email Address; Name; Location; Meeting Times; begin Date time; End Date Time; Monday; Tuesday; Wednesday; Thursday; Friday; Saturday; Sunday; Requested by; Creator

### **Advisor Availabilities**

This report will display all availabilities for Advisor users. In this report you can add, remove, and edit availabilities. You are also able to add availabilities en masse for Tutors.

- Fields: Advisor Name; Location; Student Services; Courses; Available Times; Begin Time, End Time; Days; Is Active; Duration; Purpose

## **Summary Reports**

### **Advisor and Tutor Summaries**

The Student Summary Reports shows both advising and tutoring evaluations for appointments. Below, only appointments with evaluations will show. To find appointments without evaluations, please use the 'Tutor Appointments' or 'Advisor Appointments' reports. Advisor & Tutor Summaries

- Fields: GF User ID; Student ID; Advisor; Evaluation Count; Attended Count; No Show Count; Scheduled; Walk-ins; Logged Time; Calendar.

### **Advisor & Tutor Summaries Detail**

The Student Summary Reports shows both advising and tutoring evaluations for appointments. Below, only appointments with evaluations will show. To find appointments without evaluations, please use the 'Tutor Appointments' or 'Advisor Appointments' reports.

- Fields: GF User ID; GF Evaluation ID; Student Name; Student ID; Organizer Name; Categories; Appointment Reason; Appointment Comments; Course #, Course, Appointment Type; Appointment Date; Date Submitted; Appointment Created By; Class; Duration; Reported Duration; Did Attend; Follow-Up: Tutor Report; Explain Material?; Prepared?; Upcoming Assignment; Better Understand?; Positive Response?; ON time?; Objectives; Assignments; Goals; Study Skills; Summary.

### **Cancellation Summaries**

This report will display all cancellations during the date range selected. You are able to filter off of Student Service, Location, and Cancellation Reason in this report.

- Fields: Student Name; Classification; Categories; Organizer Name; Appointment Reason; Appointment Type; Location; Begin Date Time; End Date Time; Cancelled on; Counted as no show; Appointment Cancelled By; Cancellation Reason; Cancellation comment; Appointment Created by

### **Cancellation Summary Statistics**

This report will display total numbers of cancellations, total appointments created, and the percentage of appointments that were cancelled.

- Fields: Cancellation Reason; Recorded Cancellations; Percentage of cancelled appointments

## Success Progress

Clicking on the notifications number will take the user to the Success Progress page, where they will see details about the notifications related to **Success Markers**. Success Progress shows the student's academic summary as well as success markers and the student's performance against the success markers. Success markers are a course or group of required courses key to student success within a major, frequently first and second year courses, which are entered into site so that advisors can identify and intervene with students who not completing the markers. These are based on the timeframe (credit accumulation) by which students must complete the course and the recommended grade threshold that students should achieve.

### Success Markers

The student has missed guidelines for progress.  
Acting on them can help get the student back on track for successful completion.

☐ Completed
 ☒ Missing
 ☐ Upcoming

3 missed markers

Notification	Outcome
<b>BIOL2107K</b> Recommended grade: B- (1 course) Complete between 15 and 30 credits	Needs attention <a href="#">1 Attempt</a>
<b>BIOL2108K and CHEM1212K</b> Recommended grade: C+ (2 courses) Complete between 30 and 45 credits	Needs attention <a href="#">2 Attempts</a>
<b>CHEM1211K</b> Recommended grade: B- (1 course) Complete between 0 and 15 credits	Needs attention <a href="#">2 Attempts</a>

Users can learn more about success marker details by clicking any requirement that is blue. They can also look at completed, current, or upcoming notifications by selecting the appropriate button.

### COURSE NOTIFICATION DETAILS



#### BIOL2107K

Below are the courses for this course group that this student has not already taken

Recommended grade: B-

Course

BIOL2107K|A PRINCIPLES OF BIOLOGY I

BIOL2107K|B PRINCIPLES OF BIOLOGY I

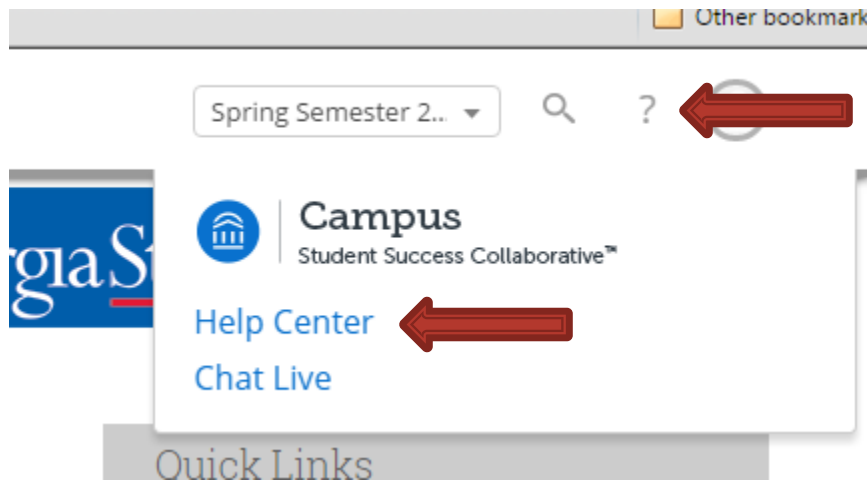
The Student Progress section also shows the student's GPA trend and credit accumulation, two factors used by the predictive model to determine student risk level. Users can view GPA term by term, at the institution, or overall (e.g. the combination of cumulative and transfer GPA). If your institution does not provide term and institution GPA, you will only see cumulative GPA. Likewise, users can view credit accumulation by term or cumulative credits accumulated, further broken out by credits attempted and credits completed when applicable.

#### Credit Accumulation / GPA

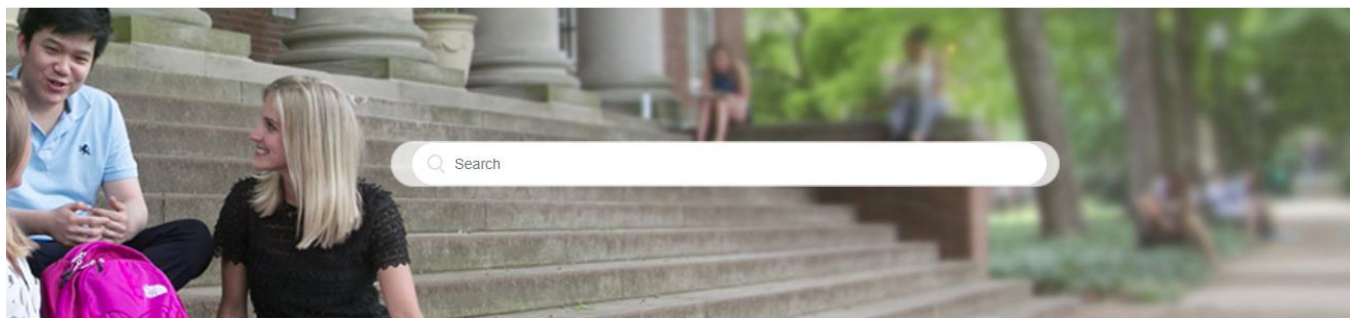
TERM	CUM GPA	OVERALL GPA	CREDITS	CUM CREDITS
Fall Semester 2013	3.19	3.19	12.00	12.00
Spring Semester 2014	3.48	3.48	15.00	27.00
Summer Semester 2014	3.29	3.29	4.00	31.00
Fall Semester 2014	3.09	3.09	14.00	45.00
Spring Semester 2015	3.09	3.09	0.00	45.00

# Troubleshooting and Help Center

The help center (Question mark icon) is located in the top right corner



Once in the Help Center, there will be guides and tutorials for all users.



<b>Getting Started</b>	<b>Advisors</b>	<b>Tutors</b>
<b>Faculty</b>	<b>Student Support Staff</b>	<b>Athletics</b>
<b>Application Administrators</b> <small>This section covers advanced configurations and settings related to site set-up.</small>	<b>Specialists</b>	<b>Institution Reports</b>
<b>Coordinated Services: Summer Releases</b>		



## FOR ADVISORS

### Enhancing Workflow

- [Advanced Search and Actions: Worklist Creation](#)
- [Advanced Search and Actions: Actions Menu](#)
- [Advanced Search and Actions: Additional Filters](#)
- [Case Management: My Calendar](#)
- [Case Management: My Assigned Students](#)
- [Case Management: Categories](#)

[See all 12 articles](#)

### Completing the Student Picture

- [Athletics: Travel Letters](#)
- [Student Profile: Overview](#)
- [Student Profile: Success Progress](#)
- [Student Profile: Class Info](#)
- [Student Profile: Transcript](#)
- [Student Profile: Reports/Notes](#)

[See all 11 articles](#)

# Navigating Advisor Home Page

**Advisor Home**

Students | Upcoming Appointments | My Availability | Advising Center | Advising Requests

My Assigned Students For Spring Semester 2016 ▼

Actions ▼	STUDENT NAME ▼	ID	WATCH LIST	CUM. GPA	PREDICTED RISK LEVEL
<input type="checkbox"/>	1 Alausa, Abdul-Ramon	002203551		2.36	Low
<input type="checkbox"/>	2 Alexander, Chanice	001961536			Moderate
<input type="checkbox"/>	3 Allen, Spencer	002181492		4.00	High
<input type="checkbox"/>	4 Anchrum, Taryn	002188420		2.93	Moderate
<input type="checkbox"/>	5 Arce, Gustavo	002105862		4.14	Moderate
<input type="checkbox"/>	6 Attebery, Alexander	002005649			High
<input type="checkbox"/>	7 Avent, Isalah	002228625		3.00	High

Previous 1 2 3 Next

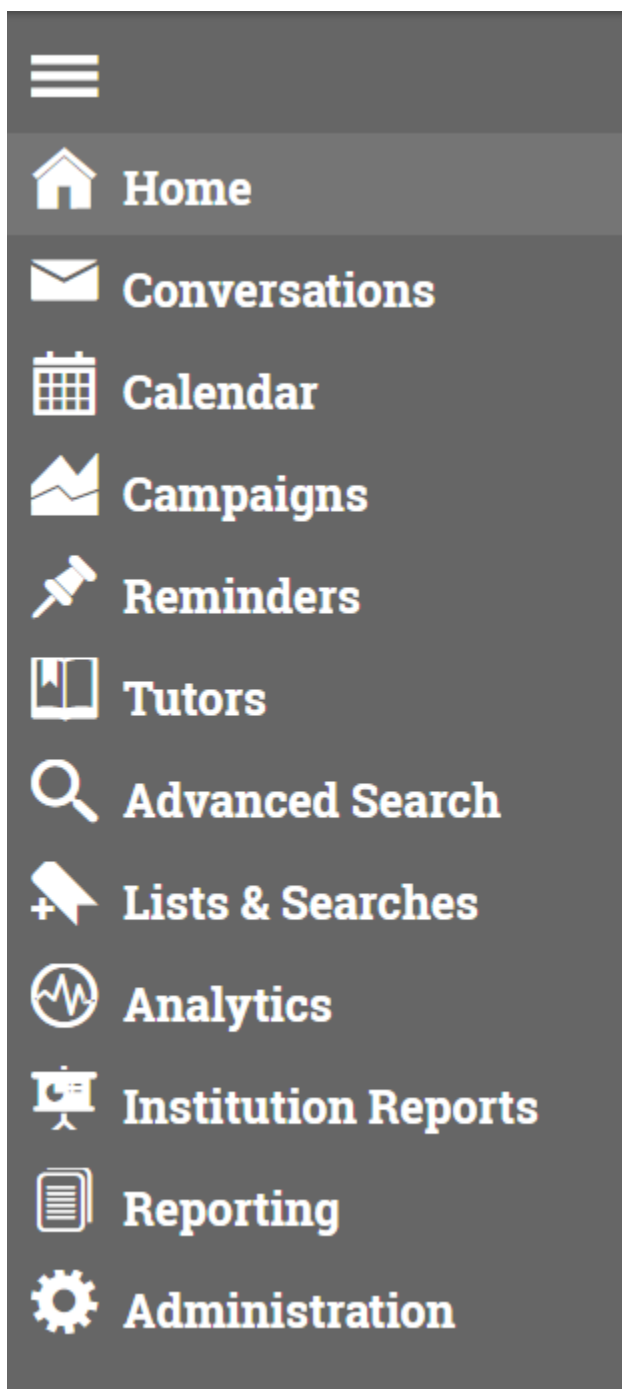
**Quick Links**

- Take me to...
- Schedule General Event
- Appointment Campaigns
- Record Class Attendance
- Manage Assignments
- School Information
- Download Center for Reports

**Upcoming Appointments**

You have no upcoming appointments.

a. The vertical icon bar to the left



b. Horizontal tabs

# Advisor Home

[Students](#)[Upcoming Appointments](#)[My Availability](#)[Advising Center](#)[Advising Requests](#)

## c. Student List(s)

My Assigned Students For Spring Semester 2016 ▼

Actions ▼						
<input type="checkbox"/> ALL		STUDENT NAME ▼	ID	WATCH LIST	◄ CUM. GPA	► PREDICTED RISK LEVEL
<input type="checkbox"/>	1	<a href="#">Alausa, Abdul-Ramon</a>	002203551		2.36	Low
<input type="checkbox"/>	2	<a href="#">Alexander, Chanice</a>	001961536			Moderate
<input type="checkbox"/>	3	<a href="#">Allen, Spencer</a>	002181492		4.00	High
<input type="checkbox"/>	4	<a href="#">Anchrum, Taryn</a>	002188420		2.93	Moderate
<input type="checkbox"/>	5	<a href="#">Arce, Gustavo</a>	002105862		4.14	Moderate
<input type="checkbox"/>	6	<a href="#">Attebery, Alexander</a>	002005649			High
<input type="checkbox"/>	7	<a href="#">Avent, Isaiah</a>	002228625		3.00	High
Previous	1	2	3	Next		

## My Assigned Students For Spring Semester 2016 ▲

MY STUDENTS

[My Assigned Students for Spring Semester 2016](#)

[My Assigned Students All Terms](#)

WATCH LISTS

[TestRCB](#)

SAVED SEARCHES

[Sudie Tarver](#)

<input type="checkbox"/>	4	Anchrum, Taryn	002188420
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#### d. Recent advising reports

## Advisor Reporting

Recent Advisor Appointments	Recent Reports You Created
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## Recent Advising Appointments

Actions ▾							Show Cancelled
<input type="checkbox"/>	DATE	REASON	COMMENT	ATTENDEE	ADVISING TIME	REPORT FILED	DETAILS
<input type="checkbox"/>	1/1	03/21/2016 05:12p - 05:13p	Walk-In (UACF)	Dixon, Tia	1 min	Report Details	Details
<input type="checkbox"/>	1/1	02/19/2016 01:23p - 01:27p	Walk-In (UACF)	Jeong, In	4 min	Report Details	Details

# Navigating Student Profile

To view a student's profile, simply click the student's name via the link anywhere in Campus. The Overview will be the first tab displayed.

Student profiles are at the center of the advising application. However, to understand the importance of what the student profile can do, some background understanding is required which is covered in this overview. The student profile is a set of information about the student and their academic performance at your institution. It has details similar to a limited SIS profile. However, our profile significantly differs in its focus and contains information centered on proactively identifying students at risk of not graduating in their major and providing the tools to support the student.

The screenshot displays the 'Campus Student Success Collaborative' interface. At the top, there is a navigation bar with the 'Campus' logo, a search bar, and a dropdown menu set to 'Spring Semester ...'. The main header features the 'Georgia State University' logo. The student profile is for 'Daffy Duck' and includes several tabs: Overview, Success Progress, History, Class Info, Major Explorer, and More. The 'Overview' tab is active, showing a summary of the student's academic performance. Key metrics include: Course Grade D/F (0), Repeated Courses (0), Withdrawn Courses (0), Missed Success Markers (0), and Cumulative GPA (0.00). Other metrics shown are Total Credits Earned (12.00), Credit Completion % at this institution (%), and Predicted Risk Level (Low). The student's major is 'English' (Assoc of Arts Core Curriculum, Perimeter College) and their alternate ID is 'dduck2'. The classification is 'Freshman' and the most recent enrollment is 'None'. The profile also lists advisors: Charmayne Richardson and Jazzlyn Gatlin. On the right side, there is a 'Staff Alerts' section with 0 alerts and a list of actions: Message Student, Add a Note on this Student, Add a Reminder to this Student, Report On Advising Appointment, Schedule an Appointment, Add to Watch List, Issue an Alert, Edit User Settings, and Impersonate User. Below this is a 'Links' section with links to GPA Calculator, 2016-2017 Undergraduate Catalogs, Archived Catalogs, and Find Your Advisor.

**Campus**  
Student Success Collaborative

Spring Semester ...

**Georgia State University**

**Daffy Duck**

Overview Success Progress History Class Info Major Explorer More

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	0.00

Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level
12.00	%	Low

**English**  
Assoc of Arts Core Curriculum  
Perimeter College

STUDENT ID  
001127493

ALTERNATE ID  
dduck2

CLASSIFICATION  
Freshman

MOST RECENT ENROLLMENT  
None

Other Major(s)  
**Sociology**  
College of Arts & Sciences

Major History

Advisors  
Charmayne Richardson, Jazzlyn Gatlin

Tutors

**Staff Alerts** 0

I want to...

- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report On Advising Appointment
- Schedule an Appointment
- Add to Watch List
- Issue an Alert
- Edit User Settings
- Impersonate User

**Links**

- GPA Calculator
- 2016-2017 Undergraduate Catalogs
- Archived Catalogs
- Find Your Advisor

The screenshot displays the GSU SSC Campus Advisor interface. On the left, a dark vertical sidebar is partially visible. The main content area is divided into three sections: 'Categories' with the text 'Attribute: P:Meets EXS requirements, Attribute: P:Meets RCB Area F, Attribute: P:Nursing ineligible below 3.0'; 'Tags' with a 'Manage Tags' dropdown; and 'Additional Info' with the text 'Predicted Risk Level Skills Analysis' and a 'Show More' dropdown. On the right, a 'Student Info' panel contains the following details: Student ID: 001127493, Age: 66, DOB: 12/25/1950, Address: 75 Piedmont Ave, Ste 1150, Atlanta, GA 30303, Email: dduck2@student.gsu.edu, Home: 6789958858, and Login Status: Login not allowed, Allow Daffy to login. Below the 'Student Info' panel is a 'Student View' toggle switch. At the bottom of the page, the EAB logo is on the left, followed by links for 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', and a copyright notice '© 2017 The Advisory Board Company'. On the far right, there is a link for 'Additional Modes' with a dropdown arrow.

Categories  
Attribute: P:Meets EXS requirements, Attribute: P:Meets RCB Area F, Attribute: P:Nursing ineligible below 3.0

Tags Manage Tags ▼

Additional Info Show More ▼  
Predicted Risk Level Skills Analysis

**Student Info**

Student ID: 001127493  
Age: 66  
DOB: 12/25/1950  
Address:  
75 Piedmont Ave  
Ste 1150  
Atlanta, GA 30303  
Email: dduck2@student.gsu.edu  
Home: 6789958858  
Login Status:  
Login not allowed  
Allow Daffy to login

Student View ☐

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© 2017 The Advisory Board Company [Additional Modes ▼](#)

The Academic Summary shows the student's major and division, number of Ds and Fs the student has received, number of repeated courses and withdrawals, the risk indicator for the student for his or her major, and most recent term of enrollment.

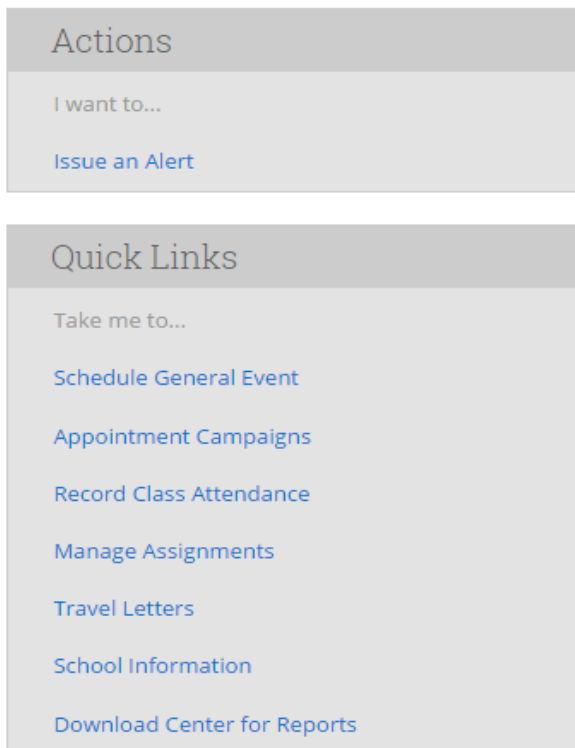
Users can also see the student's major, GPA, total credits, institution completion ratio (earned credits divided by attempted credits), missed number of success markers, number of staff alerts, categories/tags, staff working with the student, and if the student has received any support on campus. By rolling over underlined information, users will get more detailed information.

# Starting an Appointment Campaign

## Appointment Campaigns

Campus Appointment Campaigns enable the advisor to request that specific students select a specific date and time in which to schedule an appointment instead of the advisor creating appointments for each and every student. This feature is commonly used when an advisor must meet with all of their students at least once per term. To begin, click on Appointment Campaigns under quick links and follow the setup steps.

The click on Appointment Campaign under Actions on the left hand side and follow the steps below.





## Fall 2015 Campaigns

Progress Report Campaigns Enrollment Censuses Appointment Campaigns Travel Letters

☐ All Appointment Campaigns

NAME	STATS
You have not created any appointment campaigns. Click the link to the right to get started.	



## Actions

I want to create a new...

[Progress Report Campaign](#)[Enrollment Census Campaign](#)[Appointment Campaign](#)[Travel Letter](#)

## Progress Reports

[All Progress Reports](#)[Detail Progress Reports](#)

**Step 1: Define the Campaign** - SSC Appointment Campaigns enable the advisor to request that specific students select a specific date and time in which to schedule an appointment instead of the advisor creating appointments for each and every student. This feature is commonly used when an advisor must meet with all of their students at least once per term. To begin, click on Appointment Campaigns under Options > Create a New Campaign and follow the setup steps.

## New Invitation Campaign

## Define Campaign

Campaign Name: <input type="text"/>	Begin Date: 09/28/2015 <input type="button" value="27"/>	End Date: 10/12/2015 <input type="button" value="27"/>
Campaign Type: <input type="button" value="Select"/>	Appointment Length: <input type="button" value="10 min"/>	
Slots Per Time: <input type="button" value="1"/>	Appointment Limit: <input type="button" value="1"/>	
Course or Reason: <input type="text"/>	Location: <input type="text"/>	

Save and Exit

Enter the Name of Campaign-The name of the campaign only appears to the advisor. This needs to be a name that makes sense to you.

Email Subject- The topic will be the subject of the email going to the student.

Special Instructions to Student - This will be your message to the student.

Choose the advisors for the Appointment Campaign - will let you select multiple advisors if desired. For instance, if you want a student to meet with you or any other advisor, select them here.

Choose the Start and End Date- This will be the date range for which you want the students to make their appointments.

Length of the Appointment- This is where you define exactly how long the appointment will be. Durations include 10, 15, 30, 45 and 60 minute intervals.

Appointments Limit- This will determine how many appointments you wish for the student to schedule.

Location- Select the location of where the appointment(s) will be held.

Step 2: Select Recipients of Campaign- Once the Campaign Details are created and the selections are defined, the next step is adding recipients. Click Continue to select Students to Invite. Here you can use the tabs to search for recipients in several ways.

SSC University

Define Campaign   Add Students   Add Staff   Compose Message   Confirm & Send

## Appointments

Add Students To Campaign

Invite All My Assigned Students

Advanced Search

You have several ways to search for and select your students.

Invite All My Assigned Students: Provides users with students that are assigned to me.

**Advanced Search:** Provides users with advanced search filters to find, and select, students. When you select students from a tab, click Continue to move to the next page. Next you can review what the email message will say and look like.

**Step 3: Add Advisors to Campaign-** You will need to select yourself as the advisor for the campaign. You may also have the option to select additional advisors to make them available for appointments based on the campaign. Advisors will need to have availability defined before they can be added to an appointment campaign.

**Note:** If your school does not use Campaign Availabilities you can check the box to Include Appointment Availabilities to show available advisors. This section will default to search for campaign availabilities first.

### Time to register for Fall classes!

Add Advisors To Campaign

☒ Include Appointment Availabilities?

ID	NAME	AVAILABLE TIMES
<input type="checkbox"/>	Joy McLaughlin	<b>Appointment Availability:</b> Mon-Fri 8:15am-5:30pm
<input type="checkbox"/>	Mark Jefferies	<b>Appointment Availability:</b> Mon, Wed, Fri 8:00am-1:00pm (Summer 2020)
<input type="checkbox"/>	Harry Kent	<b>Appointment Availability:</b> Tue, Thu 8:00am-5:00pm (Summer 2020)

< Back

Save and Exit

Continue

**Step 4: Compose your Message-** Compose the message that you will send to students in the invitation to schedule a tutoring appointment through the campaign.

## Time to register for Fall classes!

### Compose Your Message

Time to register for Fall classes!
Please schedule an appointment with me to receive your PIN number to register for the upcoming Fall semester. You will not be able to register for class
<p>Hello [student first name],</p> <p>You have been requested, by your advisor, to schedule an appointment with them. By clicking the link provided, you can simply select a time that works with your schedule, save it, and an appointment will be created for you.</p> <p>Please schedule an appointment with me to receive your PIN number to register for the upcoming Fall semester. You will not be able to register for classes until you have met with an advisor.</p> <p>Schedule an Appointment (campaign link)</p> <p>You can also copy and paste this address into your web browser. [campaign link]</p> <p>Thank you for using GradesFirst.com! support@gradesfirst.com</p>

Email Subject: The topic will be the subject of the email going to the student.

Instructions or Notes: This will be your message to the student.

Note: This screen will also give you a preview of what the invite will look like.

Step 5: Confirm and Send- Please make sure that you review your selected options before you start the campaign. Click Send when you are ready to email the invites to the selected students.

[Define Campaign](#) [Review Students](#) [Add Staff](#) [Compose Message](#) [Confirm & Send](#)

## Appointments

### Confirm & Send

<b>Campaign Type:</b> Advising	<b>Start Date:</b> 09/28/2015	<b>End Date:</b> 10/12/2015
<b>Reason:</b> Advising	<b>Appt Length:</b> 60 minutes	<b>Slots Per Time:</b> 1
<b>Appt Location:</b> Academic Success Center	<b>Appt Limit:</b> 1	<b>Reminders:</b> <input checked="" type="checkbox"/> E-mail <input checked="" type="checkbox"/> SMS
<b>Subject</b> Please come in for an Advising appointment		
<b>Email Preview</b> <a href="#">View</a>	<b>Invitees:</b> <a href="#">View All (3)</a>	<b>Included Advisors</b> <a href="#">View All (1)</a>

[< Back](#) Save and Exit [Send](#)

Review the campaign details one more time and then click Send.

## Sample Practice Exercises

*The following exercises are to be performed in the test environment (NOT IN THE PRODUCTION (LIVE) SITE). Please*

- Setup availabilities for in your advisement center and campaign
- Create mass tag for 20 random students (Save tag as your name and date)
- Send email to tagged students from previous exercise
- Create watch list (save as your last name) of 20+ students with the following criteria:
  - Pre-Psychology Major; GPA between 2.5 and 3.5; Last Names filter of D through P.
- Create saved search :(save as last name and Fall 2015)of students with the following search features:
  - Pre-Marketing Major; GPA between 0 and 2.5; two or more missed success markers.
- Schedule appointment with two students
- Create appointment campaign to tagged students from earlier exercise
- Create reminder for two random students
- Select a student and create a note for student with your name in the note.
- Sign student into queue using advising center
- Start appointment, select reason (ADV:InPerson, etc.), input TEST and your name in summary, save report.

## Practice Exercises

### Exercises for Exploring Key Areas of the SSC—Campus Platform

#### Setting Up Your Availability

1. **Add availability:** As a new user, the first thing you need to do is set up availability in SSC—Campus so that students can schedule appointments to see you. Typically, you offer time for scheduled advising appointments from 10:30am to 12:30pm on Tuesday, Wednesday, and Thursday and from 3:00pm to 4:00pm on Monday. You also offer drop-in hours from 2:00pm to 5:00pm on Wednesday and Thursday.
  - From the Advisor Home page, navigate to the “My Availability” tab.
  - Click on “Edit Appointment Constraints” and make it so that students need to sign up for appointments at least 6 hours in advance. Set your default appointment length to 30 minutes. Don’t forget to save these settings by clicking “Update Constraints.”
  - Click on “Add Time” and add the availability as mentioned above. Specify the location where you will offer these hours (e.g., Academic Success Center, CLAS Advising Center) and specify that you want this availability to stay on your calendar for just the current semester. Make sure to use the last field at the bottom of the window to add all student services that you want to offer, so students can sign up for specific services.
2. **Edit Availability:** Your manager has just asked you to provide another 3 hours of drop-in availability in the afternoon on Tuesday.
  - Click “Edit” beside your existing availability for drop-in advising and revise it to include Tuesday.
3. **Copy Availability:** You want to offer another hour for scheduled appointments from 3:00pm to 4:00pm on Friday.
  - Since it is very similar, select your Monday availability and click “Copy time.” Switch the day to Friday.
4. **Delete Availability:** A meeting for the Student Support Committee you sit on has just moved to 3:00pm on Mondays and student demand is typically pretty low on Mondays anyway.
  - Select your Monday availability and click “Delete Time” to remove it.
5. **Setting Up Availability for a Campaign:** You’ve just launched a campaign and want to make sure there is dedicated time for targeted students to make appointments with you.
  - Add two hours of campaign availability whenever you want. The campaign will only run for the next month, so limit the duration to one month from today.

#### Searching For Students

1. **Simple search:** Simple search enables you to generate a list of users that match some basic criteria: Keywords (e.g., name, email, ID number), Type (e.g., student, tutor, professor), Enrollment Status, and Enrollment Term.
  - Navigate to the search homepage using the fly-out menu on the left side of the screen. The search icon is a magnifying glass.
  - First, use the drop down menus to find all students named “Sam” that were enrolled in Spring 2016. For this search, you would enter “Sam” as your Keyword, “Students” as your Type, “Enrolled” as your Enrollment Status, and “Spring 2016” as your Enrollment Term. Click “search” to load your results.

- Next, find a list of currently enrolled students assigned to you. To do this, do not enter a keyword. Instead, select “Students” as your type, “Enrolled” as your Enrollment Status, “Spring 2016” as your Enrollment Term, and check the box next to “My Students Only.”
- 2. **Advanced search:** Allows you to search on multiple filters that build upon one another.
  - Navigate to the search homepage once again. To the right of Simple Search, click the button “Show Advanced Filters”
  - Search for students that meet the following criteria (Hint: click the down arrows on the right hand side to expand filters and insert your criteria)
    1. Cumulative GPA between 1.0 and 2.0
    2. Classification of Sophomore
- 3. **Actions from search:** Once you have generated a list of students, click the box next to a student name to select a student OR click the box next to “ALL” to select all students on the list. Then click the drop down arrow beside “Actions” on the left hand side.
  - Note the available actions. Click the following options to see how each of these functions can be used:
    1. Send Message
    2. Appointment Campaign
- Note
  1. Others of your choice!

#### Navigating a Student’s Profile

1. **Choose a student from your list of assigned students.**
  1. Click each of the tabs across the top of the page to familiarize yourself with the content of each.
    1. Overview
  - Success Progress
  1. Reports/Notes
  2. Class Info
  3. Major Explorer
  - More (select options from the drop down menu).