



SSC – Campus Quickstart Guide: Advising



Advisor Homepage

- When you first log in, you will be brought to your Advisor Home screen.
- If students automatically display on your page, it is because this is your assigned caseload for the current quarter. If not, your caseload is not being captured in Banner.
- If you are assigned multiple different roles (Advisor and Professor, Advisor and Tutor, for example), you may toggle back and forth between them by clicking on **Advisor Home**.

The screenshot shows the Advisor Home interface. At the top left is the 'Campus Student Success Collaborative' logo with icons for messages, appointments, news, and dialogs. The main header includes 'Advisor Home' and a navigation menu with 'Students', 'Upcoming Appointments', 'My Availability', and 'Advising Appointment Queues'. The main content area is titled 'My Assigned Students For Summer Quarter 2017' and contains a table with columns for 'ALL', 'STUDENT NAME', 'ID', 'WATCH LIST', 'CUM. GPA', and 'PREDICTED RISK LEVEL'. The table currently displays 'No matching records found'. On the right side, there is a 'Quick Links' sidebar with options like 'Take me to...', 'Schedule General Event', 'Record Class Attendance', 'Manage Assignments', 'School Information', 'Download Center for Reports', 'Campaigns...', and 'Appointment Campaigns'. Below the sidebar is an 'Upcoming Appointments' section.

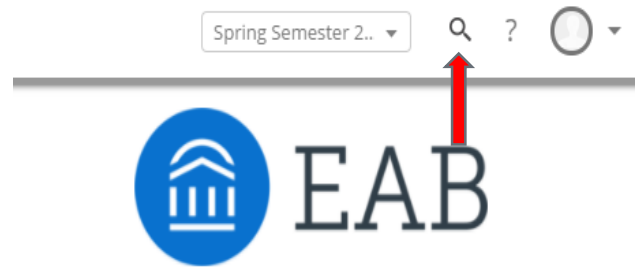
- In the top left corner of your screen you will find **Unread Messages, The Appointment Queue, News & Announcements, and Dialogs**.



- **Unread Messages:** if you have unread messages, you will see a numerical icon indicating how many, and clicking on the icon will allow you to view them.
- **Appointment Queue:** if students check in for a previously scheduled appointment, you will be notified here. Clicking on the icon allows you to see which student, how long they've been waiting, and an option to begin the appointment.
- **News & Announcements:** an unused icon
- **Dialogs:** when you minimize a window within SSC Campus, you can reopen them from here.

Searching for Students

- There are two places to search for students.
- The first is to use the **Quick Search** in the upper right hand corner of the screen.
- Use this option to find an individual student.
- The other option is the **Advanced Search**. This can be found as a magnifying glass icon under the left-side column. This option searches for cohorts of students. You will be brought to the following page:



New Search

A screenshot of the 'New Search' form. At the top left, there is a 'Saved Searches' dropdown menu. Below it is a text input field for 'Keywords (First Name, Last Name, E-mail, Student ID)' and a dropdown menu for 'Type?' with 'Students' selected. To the right of the form is a 'Show Advanced Filters' button, which is highlighted with a red arrow. Below the input fields is a 'Search' button and two checkboxes: 'My Students Only' and 'Include Inactive'.

- Select the option to **Show Advanced Filters** to display advanced filtering options. You may use the **Advanced Search User Guide** found on the **Help Center** for more details on what each of the individual search areas does.

New Search

A screenshot of the 'New Search' form with the 'Show Advanced Filters' button checked. The form is expanded to show a list of filter categories, each with a dropdown arrow on the right: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race, Watch List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (College/School, Degree, Concentration, Major), 'Performance Data' (GPA, Hours, Credits), 'Term Data' (Classification, Section Tag, Term GPA), 'Course Data' (Course, Section, Status), 'Assigned To' (Advisor, Tutor, Coach), and 'Success Indicators' (Predicted Risk Level, Success Markers). At the bottom of the form is a 'Search' button and two checkboxes: 'My Students Only' and 'Include Inactive'.

Student Profile

- Every active student will have an individual **Student Profile**. Here you will find current and previous academic information, documentation, and actions to interact with the student.



Marnie Aavang

Overview Success Progress History Class Info Major Explorer More ▾

Course Grade D/F 2	Repeated Courses 1	Withdrawn Courses 1	Missed Success Markers 0	Cumulative GPA 2.42
Total Credits Earned 93.00		Credit Completion % at this Institution 94%		Predicted Risk Level Unpredicted

Staff Alerts **39**

I want to...

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

Edit User Settings

Impersonate User

Links

eab.com

Political Science
College of Arts & Sciences

STUDENT ID
610832550

CLASSIFICATION
Senior

MOST RECENT ENROLLMENT
Spring Semester 2017

- Each tab under the student's name will provide additional information:

- **Success Progress:** This tab shows you the **Success Markers** for the student, their GPA trend, and their credit accumulation graph. Success Markers are critical course milestones set by your institution.

Success Markers

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

0 missed markers

Notification: There are no missed notifications for this student.

GPA Trends By Term *

*Terms with no attempted credits are not shown.

Term	Term GPA	Cumulative GPA
Fall Semester 2014	2.42	2.42
Spring Semester 2015	2.42	2.42
Fall Semester 2016	2.42	2.42
Spring Semester 2017	2.42	2.42
Fall Semester 2018	2.42	2.42

- **History:** Any documentation made about a student will populate here. This could be **Notes, Advisor or Tutor Reports, Alerts, or Reminders.**

All History

Expanded All

- Advising Appointment - Thu, May 26, 2017 Academic Mentoring
- Note Added - Thu, May 26, 2017
- Advising Appointment - Thu, May 26, 2017 General Advising
- Alert Issued - Thu, May 26, 2017 Financial Aid

- **Class Info:** This tab displays the student's current coursework for the term, their professor, the dates the class meets, and their unofficial transcript.

Classes This Term

CLASS NAME	PROFESSOR	DAYS/TIMES	WID	FINAL	ABSENCE
350-3150-000 WHEEL THROWING I	Derya Akbulutina	Ended on 05/23/2017 TR 2:00p-2:50p ARTS 202			0.00
350-3150-000 WHEEL THROWING I	Derya Akbulutina	Ended on 05/23/2017 TR 11:00a-11:50a ARTS 202			0.00
MS-2010-000 INTRO TO AFRICAN-AMER STUDIES	TRU Dennis	Ended on 05/02/2017 TR 10:00a-12:00p CLAS 404			0.00
CSC-3020-000 SYSTEM-LEVEL PROGRAMMING	TRU Dennis	Ended on 05/02/2017 TR 2:00p-3:40p CLAS 307			0.00
FRFN-1020-010 ELEMENTARY FRENCH I	TRU Dennis	Ended on 05/02/2017 TR 9:30a-10:45a ADMN2011			0.00
POLS-4020-000 AFRICAN POLITICS	TRU Dennis	Ended on 05/02/2017 TR 11:00a-12:15p CLAS 302			0.00

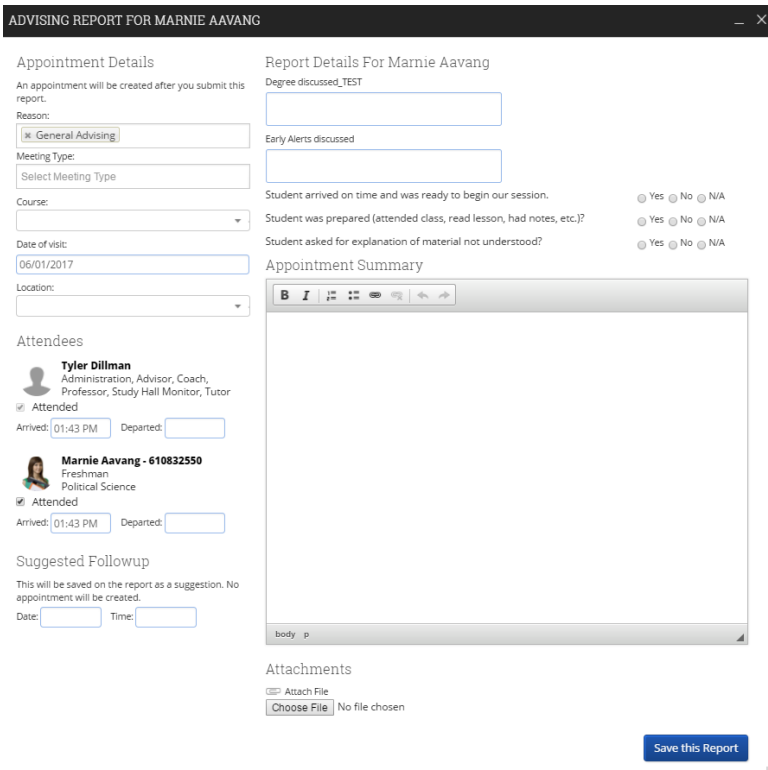
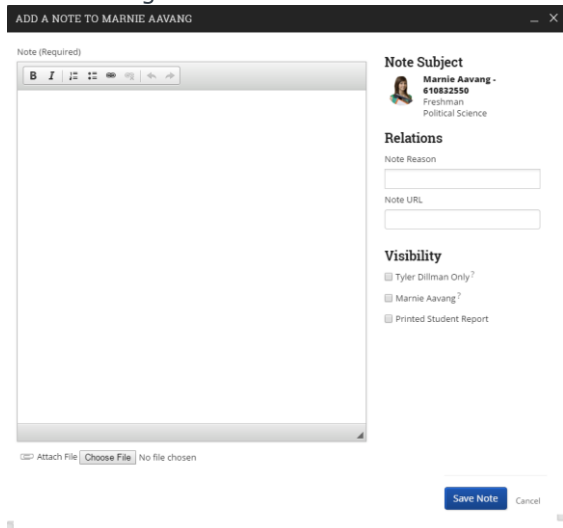
Documenting Interactions

There are two primary forms of documentation in SSC Campus. They are the **Advisor Report** and the **Note**.

A **Note** is like an electronic sticky note. It is information you want to associate with a particular student, but isn't necessarily a formal documentation of a meeting you had with them. Common examples are name pronunciations, preferred pronouns, logistical information (ex. student commutes several hours to class), and any other useful information that might be helpful for someone advising the student to know.

To add a **Note**, select **Add a Note on this Student** from the box on the right-hand side:

- The text field is where you'll enter most of your information.
- The **Note Reason** is set by your institution, and can help with organization of notes for reporting purposes.
- The **Visibility** allows you to hide this note from other advisors by selecting **{your name} Only**. Please be aware that even a note with restricted visibility is subject to FERPA regulations.



The **Advisor Report** is opened by selecting **Report on Advising**.

- The **Appointment Details** field is where you will document the **Reason** you met with the student, what type of appointment, and when & where the appointment occurred.
- The **Attendees** field is where you will mark when the student arrived and departed. You may also mark the student as a **No-Show**.
- The **Appointment Summary** is the text box where you will enter the summary of your meeting with the student.
- The **Report Details** is customizable by institution, and is not required to complete before saving.

The best
practices are
the ones that
work for **you.**SM



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