



# The Spelman Arch Training Guide

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# **Availability**

To setup advising appointments or to launch an appointment campaign, the first thing advisors need to do is set up availability in the Spelman Arch.

Staf	f Hor	ne 🔻	•				
Students	Upcoming A	ppointments	My Availability	Appointment Queues	Appointment Requests		
Avail	able Ti	mes					
Actions •	-						
SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	PURPOSE	CARE UNIT	
0	Fri	11:00a- 2:00p EDT	September 17, 2019 to September 20, 2019	Student Success Center	Academic Advising For: Appointments	Advising	Inactive/Edit
0	Fri	10:30a- 5:00p EDT	October 12, 2018 to October 12, 2018	Undergraduate Studies (Dean's Office -Roc 103)	Academic Counseling, Academic Review Consultation, Changes to my Schedule For: Appointments/Drop- Ins	Advising	Inactive/Edit
0	Tue	8:00a- 5:00p EDT	September 04, 2018 to September 04, 2018	Student Success Center	SSP Online Tutoring For: Appointments	Tutoring	Inactive/Edit

#### ADD AVAILABILITY

From	То	
8:00am	5:00pm	
All times listed are in Eas	stern Time (US & Canada	a).
How long is this availabil	ity active?	
Please select a duration	n	▼
What type of ava	ailability is this	?
Appointments	Drop-ins	Campaigns
Care Unit		
Please select a care uni	it	•
Location		
Please select a location		
Services		
Please select services		
URL / Phone Number (i)		
Special Instructions for S	itudent	
B I ⋮≣ ⋮≣	$\langle \langle \rangle$	
		Cancel
		Gancel

#### 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. The campaign option is availability reserved specifically as dedicated time for targeted students to make appointments with you.

**Step 4**: Choose the Advising Care Unit.

**Step 5**: Choose the location where you will be available (typically My Advisor's Office).

**Step 6**: Select which student services you can provide to students during this availability. You might select Academic Advising, Degree Audit, Registration PIN, etc. Note: Leaving this student services field empty means you will appear to be available for all advising student services.

**Step 7**: Provide URL or phone number where you will be available.

Repeat this process until all of your availabilities have been defined.

**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.



# **My Calendar**

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

Advising Appoin	alendar Items Subscriptio		amont Constal		e Busy 🔽 Cancelled	
		ontinent 🗹 Assig	General	Course Pre	Add Calendar Even	
August	2017				today 📢 day	week month
SUN	MON	TUE	WED	тни	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
			-			
20	21 4:30p SPSC-315-01 American Constitutional	22	23	24	25	26
	Law					
27	28	29	30	31	1	2
	4:30p SPSC-315-01 American Constitutional Law					
		21				

Add Calendar Event – Clicking Add Calendar Event will bring up your appointment scheduling page.

**Print Calendar** – Here you can print your monthly or weekly calendar views directly to PDF.

#### 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.

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).



## **Viewing the Calendar Details**

A user is able to hover over the calendar detail for a pop-up with more information and can click into the appointment for even further information.



# **Appointment Queues**

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

Students l	Upcoming Appointn	nents My Availabilit							
lotification M	lothode: 🖉 Dian	🔲 E-mail 🔲 Text Me							
Stud	ents Cl	necked	In For A	Appoli	ntments	SO			
Actions 🗸									
SI	ELECT	NAME			REA	SON		TIME OF AP	PPT.
	0	Robinson, Sarah			Adv	vising		11:30a-12:	00p
Stude	ents Ch	ecked In	For Dr	op-Ins	With M	eo			
Stude	ents Ch	ecked In	For Dr	op-Ins	With M	e <b>0</b>		_	-
	ents Ch	ecked In	REASON	op-Ins	With Me	<b>E I</b> FIRST AVAILABLE	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
Actions 👻				op-Ins			PRIORITIZED AT	CHECKED IN AT 10:31a	WAIT DURATION 399 hr 25 min
Actions 👻	NAME		REASON	op-Ins			PRIORITIZED AT		
Actions ▼ SELECT	NAME Robinson, Sar	ah	REASON	op-Ins			PRIORITIZED AT		
Actions ▼ SELECT	NAME	ah	REASON	op-Ins			PRIORITIZED AT		
Actions ▼ SELECT	NAME Robinson, Sar	ah	REASON	op-Ins			PRIORITIZED AT		
Actions - SELECT O In-Pr	NAME Robinson, Sar	ah	REASON	op-Ins			PRIORITIZED AT		
Actions - SELECT O In-Pr Actions -	NAME Robinson, Sar	<sup>ah</sup> Visits∎	REASON Advising	_	COMMENT	FIRST AVAILABLE		10:31a	399 hr 25 min

#### **Students Checked In For 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 Checked In For Drop-Ins With Me**

This grid displays students who are waiting to see you, or the first available advisor. 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.

#### **In-Progress Visits**

Students will appear in this table when an appointment is started from either the 'Students Checked In For Appointments' or 'Students Checked In For Drop-Ins With Me' tables.

#### Starting an Appointment

Students Check 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:

Actions 🔺	
Start Appointment	NA
Send Message	INA
Check Out	
Remove	

# Launching Appointment Campaigns



#### **Creating an Appointment Campaign**

**Navigating to Campaigns:** While on the advisor home screen, select "Appointment Campaigns" from the left hand side Quick Links section. This will take you to the Campaigns tab. From there, select Appointment Campaign from the right hand side, under Actions.

#### **Define Campaign:**

- **Campaign Name**: Name your campaign (Students will not see the name of the campaign).
- **Care Unit**: Select "Advising" as the Care Unit.
- Location: Choose your location. <u>NOTE</u>: Ensure that for the campaign availability you have created under "My Availability" you have selected that you will be available in the same location (Advisor's office).
- **Service**: Specific service provided during the appointment.
- Begin Date and End Date: Choose the date range for which you want the campaign to run. If a student tries to schedule outside of that time period, they will receive a message stating that the campaign has expired.
- **Appointment Limit**: Number of appointments the student can schedule for the campaign(default is 1).
- **Appointment Length**: Duration of each appointment.
- **Slots Per Time**: Select number of students allowed to attend each appointment (default is 1).
- Allow scheduling over courses: Students will be able to schedule over their own classes, and the classes of the staff member they are scheduling with, within the campaign date range. This does not include calendar sync events or other conflicts. <u>NOTE</u>: Select this option to allow students to schedule appointments at times most convenient to their modified online course schedules.

Adding Students: Use the advanced search feature to search for students you would like to participate in the campaign. Or, choose one of your saved searches by clicking the drop down arrow beside "Saved Searches". If you want to ensure that you only return a list of students assigned to you, also click the box beside "My Students Only) next to the Search button. Select the students you wish to include in your campaign. Confirm the list of students included and remove or add students as needed.

**Adding Staff:** If you have correctly set up your availability for Campaigns then you should see your name on the next page under "Add Advisors to Campaign". If applicable, select other advisors to join your campaign.

**Compose Your Message:** Review and edit the message content.

**Confirm & Send:** Review the details of your campaign. When you are ready, click send to issue the email to students on the list.

# Searching for a Student



## **Quick Search**

Search for a student or user in the Quick Search in the top right corner of the platform. Able to search by first name, last name, or student ID.

Fall 2016	•	Q	?	•
	Quick Search			

#### **Advanced Search**

Search for a specific group of users (e.g. students, professors, advisors) and then optionally perform some action for them. For instance, it is possible to get a list of all Men's Baseball players with less than a 2.0 cumulative GPA and send them an email.

You can toggle between the Advanced and Simple search by clicking the Switch To... button under the Search for Students heading. When you first click on the Search tab, SSC defaults to the Simple Search. With the simple search, you only have the option to search by Keyword. This search will only allow you to search a specific character (or group of characters in the users name), classification and/or category. The Advanced Search, as shown above, gives users a chance to search for a wide variety of other options such as First Name, Last Name, Cum. GPA less than, and many more. Once you have entered your search criteria, click the Search button.

Advanced Search Switch To Simple Search			Saved Searches 🕶
Student Information First Name, Last Name, Student ID, G	Category, Tag, Gender, Race, Watch List		*
First Name?	Last Name <sup>7</sup>	Student ID?	Gender
			All
Race	Watch List (In Any of These)?	Transfer Student	
All	All	Any	
Category (In Any of these)?			
All			
Tag (In Any of these) <sup>?</sup>			
All			
Area of Study College/School, Degree, Concentration, Major			<b>.</b>
Performance Data GPA, Hours, Credits			v
Fall 2015 (do not use) Data Classification, Course, Sect	ion, Section Tag, Term GPA		<b>•</b>
Assigned To Advisor, Tutor, Coach			Ŧ
Success Indicators Risk, Success Markers			•
Search My Students Only At-Risk Students On	ily 🔲 Include Inactive 📄 Ignore Term		

#### **Additional Filters**

- 1. **My Students Only** Search only students assigned to you. Advisor assignments can be direct, oneto-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.
- At-Risk Students Only Limit search results to students who have the At-Risk indicator on their student record.
- *3.* **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.

### **Watch List Creation**

To save a watch list, click the save button in the upper left hand corner of the page and you will be prompted to save your worklist. This will create a dynamic list of results that consistently matches your search criteria.

SAVE SEARCH		×
Name		
Murky Middle Worklist	]	
	cance	Save Search

All saved worklists can be accessed through the Saved Searches drop down on the upper right hand side of the Advanced Search page. You can also see the results of your Saved Searches on the Advisor Home by switching from Assigned Students to a specific Saved Search.

Saved Searches 🚽
Test
My Assigned Students
Test 2
My Assigned Students 2
xЗ
Murky Middle Worklist

# **Tracking Class Attendance**



To record attendance, select "Record My Class Attendance" from the Quick Links section on the Professor Home Page.

	Campus 🧕 🗐					Fa	l 2017	* Q	? 🔿 •	
	Professor Hor	ne 🗸						the SPELMAN ARCH		-
曲	Class Listing							Actions		
~	CLASS NAME	TIME	R	NOOM				lssue an Alert		
<b>≈</b> * 0	(SEDU-204) Educational Psychology-	Non Maj TR 2:25p-3:4	40p G	GILES-106		signments ogress Reports		Quick Links		_/
	(SEDU-407) Advocacy in Urban Schoo	ols TR 1:00p-2:1	.5p G	GILES-106		signments ogress Reports		Take me to Schedule General	Event	
<b>I</b>	(SEDU-439) Hist. & Phil of Afr-Amer H	Hist W 4:00p-6:30	Op G	GILES-202		signments ogress Reports		Record My Class A Manage Assignme		
								School Information		
	Campus 55 Collaborative*					Fa	2017	0	-	
	Course Attend	lance						the SPELMAN ARCH		-
	Course Attend		-01 Edu	reations	al Peyro	hology		the SPELMAN ARCH		_
	Choose a Course • SEDU-204-01	SEDU-204		ıcationa	al Psyc	hology		the SPELMAN ARCH	lnesday,	-
	Choose a Course			icationa	al Psyc	hology		the SPELMAN ARCH	Inesday,	_
	Choose a Course SEDU-204-01 TR 2:25p-3:40p To Excel   Census SEDU-407-01	SEDU-204 Aug. 02, 20		ICATIONA PRESENT?	al Psyc	hology Tardy?		the SPELMAN ARCH	lnesday,	
	Choose a Course SEDU-204-01 <i>TR 2:25p-3:40p</i> To Excel   Census	SEDU-204 Aug. 02, 20 Actions -	017	-			7-Non 1	the SPELMAN ARCH Maj : Wed	Add Progress Report	
> 抽 ≥	Choose a Course SEDU-204-01 TR 2:25p-3:40p To Excel J Census SEDU-407-01 TR 1:00p-2:15p	SEDU-204 Aug. 02, 20 Actions - STUDENT	017 ABSENCES	PRESENT?	ABSENT?	TARDY?	<b>7-Non</b> 2 excused?	the SPELMAN ARCH Maj : Wed	Add Progress	
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> 抽 ≥	Choose a Course SEDU-204-01 <i>TR 2:25p-3:40p</i> To Excel J Census SEDU-407-01 <i>TR 1:00p-2:15p</i> To Excel J Census SEDU-439-01 <i>W 4:00p-6:30p</i>	SEDU-204 Aug. 02, 20 Actions ~ STUDENT Alexander, Jada Dinkins, Noelle Fraser, Camille	017 ABSENCES 0.00 0.00	PRESENT?	ABSENT?	TARDY?	r-Non ] EXCUSED?	the SPELMAN ARCH Maj : Wed	Add Progress Report Add Progress Report Add Progress	

To record attendance, mark students as either 'Present', 'Absent', or 'Tardy'. If marked either 'Absent' or 'Tardy', you can also select the 'Excused' radio button. The column titled 'Pattern' on the right-hand side shows the pattern of attendance for this student for up to the last 5 course meetings.

													the SPELMAN	0
Сс	01	rse	e /	At	te	nd	ance						ARCH	
C	hoo	se a	Co	urs	е		SPSC-315-	01 Ame	rican C	onstitu	utiona	l Law :	Monday	Mar. 13.
C		C-315- : <i>30p-7</i>					2017						,,	
	To Ex	cel   C	ensus				Actions 🛨							
							STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
C	hoo	se a	Da	te			Anderson, Courtney	0 (0)	0	0	0			Add Progress
0		Ma	rch 2	017		0								Add
Su	Мо	Tu	We	Th	Fr	Sa	Bailey, Zaire	1 (1)	0	0	0			Progress
			1	2	3	4								Add
5	6	7	8	9	10	11	Biggers, Audrianna	0 (0)	0	0	0			Progress Report
12	13	14	15	16	17	18								Add
19	20	21	22	23	24	25	Black, SaVannah	0 (0)	0	0	0			Progress Report
26	27	28	29	30	31	-								Add

You also have the option to mark only the students who are 'Absent' or 'Tardy' and then use the option below the grid to mark the remaining students present. This allows faculty to only report the absent students. After completing the grid for that course at that time, the instructor selects the 'Save Attendance' button below the grid.

							STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Choose a Date						0	Geer, Pametra	1.(1)	0	0	0	0	ш	Add Progres Report
Su	Мо	Tu	We	Th 2	Fr 3	<b>Sa</b>	Harmon, Gabrielle	<u>0 (0)</u>	0	0	0		ш	Add Progres Report
5	6	7	8	9	10	11	Hicks, Victoria	<u>0 (0)</u>	0	0	0		ш	Add Progres Repor
12	20	14 21	15 22	16 23	17 24	18 25	Huggins, Kiera	1.(1)	0	0	0		ш	Add Progres Repor
26	27 Too	28 ay	29	30	31		Jones, Amber	0 (0)	0	0	0		ш	Add Progres Repor
							Jones, Ashli	0 (0)	0	0	0	0	ш	Add Progres Repor
							Jones, Kaitlyn	2.(2)	0	0	0	0	ш	Add Progres Repor
														Add
							Mark Remaining F	Present				0 Present	0 Absent	0 Tard

For attendance verification, go to the "Actions" menu on the top left, just under the title of the course, select Toggle Patter/Comments.

SPSC-315-01 <i>M</i> 4:30p-7:00p To Excel   Census							SPSC-315-0 2017						,	
							Mark All Present		PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
Choose a Date March 2017				0	Toggle Pattern / Comment		0	0	0	0	ш	Add Progre Repo		
Su	Мо	Tu	<b>We</b>	<b>Th</b> 2	Fr 3	<b>Sa</b>	Cadore, Daleesha	0 (0)	0	0	0			Ad Prog Rep
5 12	6 13	7 14	8 15	9 16	10 17	11 18	Camp, Jordan	0 (0)	0	0	0	0		Ar Prog Rep
19 26	20 27	21 28	22 29	23 30	24 31	25	Campbell, Gaismen	3 (3)	0	0	0			Prog
Today					51		Channer, Aaliyah	0 (0)	0	0	0		ш	Ac Prog Rep
							Charleston,	0 (0)	0	0	0	0		Ac

In the "Comment" column, record if the student has "never attended", or is on the roster but "has stop attending." If a student is attending class but is not on the roster, please email the Dean with the student's name, 900#, course title and CRN.