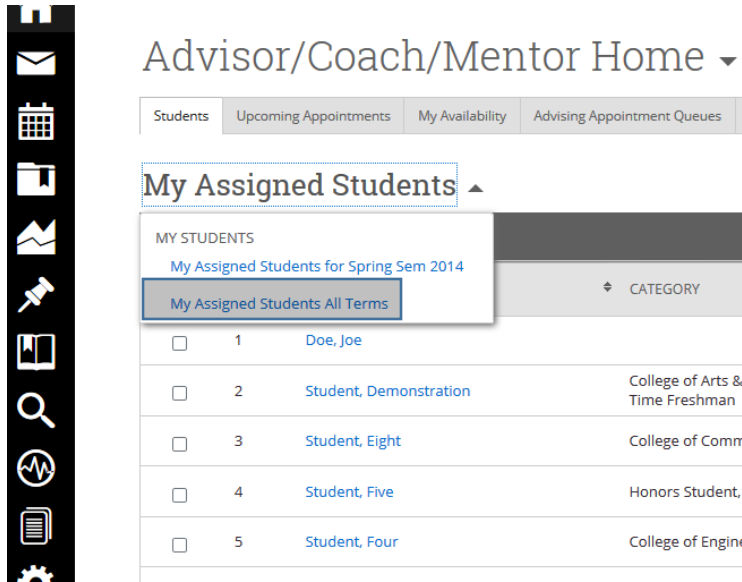


Seeing the list of students assigned to you:

By default the list of students on your homepage are those students who are registered for the current term. To see all the students in GF that are assigned to you, click on “My Assigned Students” and change it to “My Assigned Students All Terms”.



Note: All academic advisor assignments are migrated from Banner each night.

Notes vs. Reports

Note

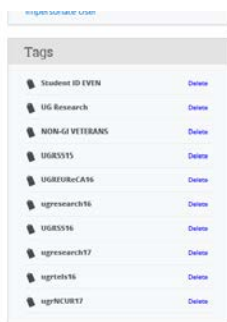
- All attachments
- Copies of emails related to courses that would benefit other advisors meeting with the student

Report

- Summary of appointment (scheduled or walk-in)

Tags

We are making an effort to purge and cleanup the tags. Please ask the GF person in your office to review the tags and make a list of those that are theirs. Additionally, it would be great if everyone could purge/remove any old tags that are no longer being used.



Things to consider when writing your report

- Include your name at the end of your summary note.
- Include any information that would be valuable to the next person meeting with the student, as it may not be you.
- Adjust the reason for the appointment. You can add as many reasons as necessary. We have just under 200 reasons, so you should see what you need.

Campaigns

- Please include your name or location as part of your campaign, this makes it easier for Phyliss or me to identify the campaign if you contact us with questions or problems.

Fall Sem 2017 Campaigns

Progress Report Campaigns		Enrollment Censuses		Appointment Campaigns	
				<input checked="" type="checkbox"/> All Appointment Campaigns	
NAME			STATS		
	2017FA - Sophomore Advising Campaign			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 11/01/2017 - 11/10/2017				
	2017 FALL Sophomores			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/30/2017 - 11/10/2017				
	Sophomore Registration			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/26/2017 - 11/10/2017				
	Junior Registration			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/20/2017 - 10/27/2017				
	2017FA - Junior Advising Campaign			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/16/2017 - 10/27/2017				
	Sophomore Fall 17			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING 10/16/2017 - 11/03/2017			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	<div style="display: flex; justify-content: space-between;"> Appts. Made (54%) Reports Created (0%) Attend. Rate (0%) </div>				
	2017 FALL Juniors			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/16/2017 - 10/27/2017				
	Senior Registration			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/12/2017 - 10/20/2017				
	Priority Registration			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING [unsent] 10/09/2017 - 10/13/2017				
	Sophomores Fall 2017			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	ADVISING 10/09/2017 - 10/27/2017			<input type="button" value="Resume"/>	<input type="button" value="Delete"/>
	<div style="display: flex; justify-content: space-between;"> Appts. Made (71%) Reports Created (0%) Attend. Rate (0%) </div>				

Updates

Campaigns

We now have the ability to associate appointments scheduled **outside** of a campaign with the campaign itself. The appointment has to be scheduled with the same advisor and for the same reason for it to appear under the eligible appointments tab.

Added: “Eligible appointments” tab

- Within the campaign reports, new “eligible appointments” tab
- Within that tab, all appointments scheduled by students that are included in that campaign, regardless of whether they were created within the campaign
- Only appointments with the location and service used in the campaign will populate.
- Advisor/staffer can select an appointment and select “associate to campaign” from “actions”
- After associating the appointment with the campaign, the appointment will move from “eligible appointments” tab to “appointments made” tab

Example:

Campaign created for XYZ location with ABC as the reason. Jane Doe is included in the campaign invitation. If an appointment for Jane is scheduled outside of the campaign, for the same reason/location, it will appear in the “eligible appointments” tab

07/25/2017 - 08/29/2017

Appointments Made	Appointments Not Yet Made	Reports Created	Eligible Appointments
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This grid will display all eligible appointments that have been scheduled outside of the campaign link. Eligible appointments only include appointments containing the same location, service, and students selected when creating the campaign.

Actions ▾				
<input type="checkbox"/>	DATE	STUDENT	ORGANIZER	REASONS / COURSE
<input type="checkbox"/>	1 08/09/2017 09:00 AM		Shey, Phyliss	Business Major Advising
<input type="checkbox"/>	2 08/22/2017 07:00 AM		Beasley, Penelope	Business Major Advising

Majors

OIT is working on code to pull concentrations into the “Major” field at the bottom of a student’s page in GF.

GradesFirst: Standardization & Updates

Calendar

Each appointment has the appointment type listed under it. This was part of the update last night

September 2017

today ◀ day week month ▶

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
	8am General Appointment	8:30am Action Plan	8:30am Arts & Sciences Advising	8:45am Out of the Office	8:30am Arts & Sciences Advising	
	General	Advising Appointment	Advising Appointment	General	Advising Appointment	
	9:30am Admin	9am Advisor Meeting	9:30am Admin	9:30am Admin	9am Meeting with Betty Bradley	
	General	General	General	General	General	
	12:20pm FYS-101-073-1 The UT Experience	9:30am Admin	10am Arts & Sciences Advising	2pm Arts & Sciences Advising	9:30am Admin	
	Course	General	Advising Appointment	Advising Appointment	General	
	7pm Arts & Sciences Advising	10am Exploratory Advising	10:30am Arts & Sciences Advising	3pm Admin	7pm General Appointment	
	Advising Appointment	Advising Appointment	Advising Appointment	General	General	
	2:30pm Pre-Law (A&S)	10:30am Arts & Sciences Advising	2pm Pre-Health (A&S)	4pm Pre-Law (A&S)	3pm Admin	
	Advising Appointment	Cancelled	Advising Appointment	Advising Appointment	General	
	3pm Admin	2pm Arts & Sci Walkin Advising	2:30pm Graduation Check		3:30pm General Appointment	
	General	Advising Appointment	Advising Appointment		General	
	3:30pm Graduation Check	2pm Block for Walk-Ins	3pm Admin			
	Advising Appointment	General	General			
	4pm Arts & Sciences Advising	3pm Admin	3pm General Appointment			
	Advising Appointment	General	General			
3	4	5	6	7	8	9
	7am General Appointment	8:30am Financial Aid SAP Appeal	8:30am Graduation Check	7am Fall Advisor Retreat	8am Hold for Party	
	General	Advising Appointment	Advising Appointment	General	General	
	9:30am Admin	9am Advisor Meeting	9:30am Admin	8:45am Out of the Office	9:30am Admin	
	General	General	General	General	General	