

SSC Campus Peer Advisor User Guide University of Oregon



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Availability

Within SSC Campus, you will set up availability in order to allow students to meet with you on drop in advising. Setting up your availability is a starting place, but you can also always edit your availability at any time.

Setting Availability

From the Advising Home page, select the 'My Availability' tab.

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 Drop-Ins.

Step 4: Select a duration for this availability, depending on your schedule and/or department's needs.

Step 5: Choose the location where you will be available.

Step 6: Select student services – Leave blank.

Step 7: Details – Leave blank.

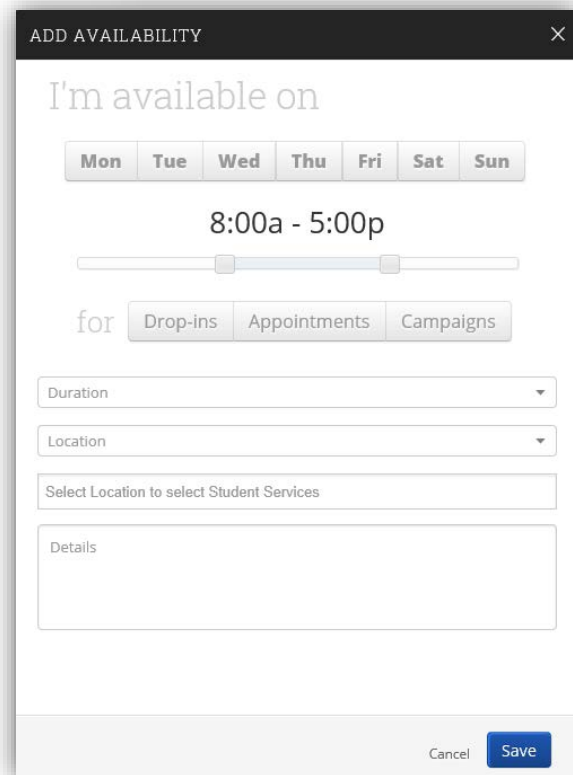
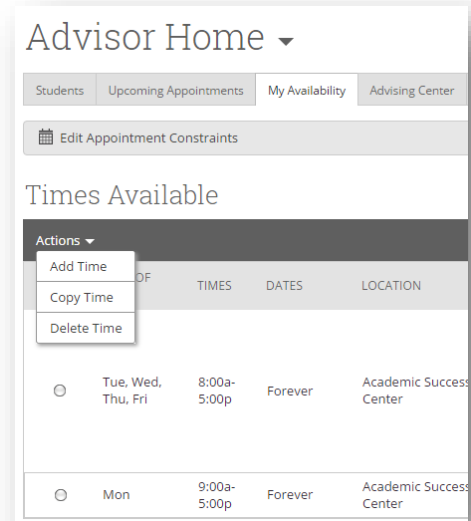
Last step: Click the Save button.

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 in the Action menu under 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.



Advising Center

Advising Center tab allows peer advisors to monitor the drop-in queue.

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 do not have a previously scheduled appointment. The list is sorted by placing the student who checked in first at the top.

The screenshot shows the Advising Center interface with three tables. The first table, 'Students Who Have Checked In For Their Appointments', has columns: SELECT, NAME, REASON, and TIME OF APPT. The second table, 'Students In My Queue', has columns: SELECT, NAME, REASON, COMMENT, FIRST AVAILABLE, PRIORITIZED AT, CHECKED IN AT, and WAIT DURATION. The third table, 'Students In Queue For Other Advisors', has columns: SELECT, NAME, ADVISOR, REASON, COMMENT, PRIORITIZED AT, CHECKED IN AT, and WAIT DURATION.

Starting an Advising Session

To start an advising session from the Students in My Queue:

Step 1: Look for students with the Comment “PEER ADVISING.”

Step 2: Click the radio button beside the student with whom you will meet.

Step 3: Click the “Start Appointment” button in the Actions drop-down menu.

An Advising Report will open to fill out at the conclusion of your appointment.

Students In My Queue

Actions ▼							
SELECT	NAME	REASON	COMMENT	FIRST AVAILABLE	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
<input type="radio"/>	Al-Aabsi, Mohammed	Academic Advising		Yes		4:57p	44 min
<input type="radio"/>	Ables, Travis	Academic Advising	PEER ADVISING	Yes		5:41p	0 min

Advisor Reports

The “Create an Advising Report” dialogue box opens automatically when you start an appointment with a student.

Create an Advisor Report

CREATE AN ADVISING REPORT

Appointment Details

Appointment: 04/11/2016 3:30p-4:00p - Academ

Reason: Academic Advising

Meeting Type: Select Meeting Type

Course:

Date of visit:

Location: Office of Academic Advising

Attendee

Megan Flanigan
Arrived 03:30 PM Departed 04:00 PM
 This person attended

Attendee

Sean Ryan
Arrived 03:53 PM Departed
 This person attended

Appointment Summary And Reminders

Summary

Suggested time:

Suggested date:

This will be saved on the report as a suggestion. No appointment will be created.

Attach File
Choose File No file chosen

Save this Report cancel

Appointment- Shows Date, Time, and type of appointment.

Reason- Select the reason you met with a student.

Course- If a specific course of the student’s was discussed you may select it. This is something we will not use very often.

Date of visit- Will auto populate.

Location- Select your location (if not populated).

Your Name- Will automatically appear and be checked (this is Megan Flanigan in the example)

Other Attendee’s Names- Any person listed on the appointment, other than the advisor, will appear.

Time Departed- Will record the time you hit save the report.

Summary- Write the notes of your appointment. Please use departmental standards or the “Guide to Advisor Reports” supplemental document.

Suggested time & suggested date- Leave blank.

Attach File- Leave blank.

Save this Report- Review all information above and hit this button to enter your Advisor Report.

Checking a Student in for an Advising Session

Some peer advisors will advise students where there is no front desk to check students in. In this case the student would not appear in 'Students in My Queue.'

Step 1: Change to the front desk view of the advising center by scrolling to the very bottom right corner of your screen and clicking on the drop down arrow next to Additional Modes.

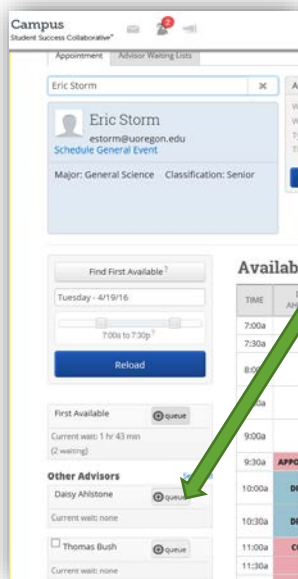
Step 2: Select Advising Center.

Step 3: Choose your location.

Step 3: On the Appointment tab, enter the student's 95# in the Search for a Student box.

Step 4: Select the student from the search results

Step 5: In the Find First Available box, expand time if necessary.



Step 6: Click the queue button in the First Available box to add student to drop in queue.

Step 7: Type PEER ADVISOR in the comment box and select Academic Advising from the list.

Step 8: Return to Advising Home by clicking the home button. Select the Advising Center tab to see Students in My Queue and start an appt.

