SSC Campus Quick Start Guide - UVI

The University of the Virgin Islands has launched the SSC Campus platform for advisors and others, with the goal of helping students explore a path to timely graduation completion with data, services, and supportive connections. Use this Quick Start Guide to make the most of your experience with SSC Campus.

Don't forget to take these configuration steps to enable appointment scheduling through SSC Campus:

- **Set Up Your Availability -** This is an important first step that will allow you to then create appointments with students.
  - o 'Add Time' from your Advisor home screen, and see this video for detailed instructions
- **Setup Calendar Integration –** This will ensure SSC Campus sees truly available times for you in appointment scheduling. See this attachment for detailed instructions.

Perform these key actions through SSC Campus to quickly identify, communicate with, and support students:

- **Record Attendance –** Use the easy navigation on your professor home to indicate students who are absent, and record excused tardies and absences for your courses
- **Issue an Alert –** Use the 'Issue an Alert' button from your Professor or Advisor home to indicate concern about a particular student for additional support from the Center for Student Success
- **Search for Students –** Use the Advanced Search to identify key sub-populations of students for support, or interventions.
  - o **Save a Search:** Save a Search to create a Worklist that will save the filters you add – select the 'Save' option after you've run your query
  - o **Save a Watch List:** Add individual students to one or several watch lists to keep track of individual – select the 'Watch' option from the 'Actions' drop-down after you've selected a student to add them to an existing or new Watch List
- **Mass Email a Group of Students –** Reach out to some or all of your assigned advisees, or another student population of interest to you – use 'Send a Message' from the 'Actions' drop-down from your Assigned Advisees list or other lists you've created in the platform
- **Create an Appointment Campaign -** Use this to invite students set up an advising appointment during times you have designated –
  - o From the 'Actions' menu on your list, select 'Appointment Campaign' - see this article for detailed instructions
- **Reference the Student Profile –** After clicking on a student's name through the search results, your Advisor Home, or the Quick Search, note their Academic progress and any areas of concern with the various tabs on a student's profile. See this article for additional explanations
- **Add Notes or Advising Summary Reports –** Record your interactions and follow-ups from student meetings by adding an Advising Summary Report (record associated with an appointment) or a Note (general record not associated with a specific meeting)
  - o Both are accomplished through the 'Actions' menu on your Advisor home or search results, or from a student's profile – see this video for detailed instructions

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