

Delivered Dashboard Components

My Active Advisees

| Full Name | Success Score | Success Score Color |
|------------------|---------------|---------------------|
| Clark Lane | 81 | Green |
| Phillip Charles | 81 | Green |
| Bronwen Taylor | 88 | Green |
| Albert Swanson | 96 | Green |
| Diane Heidkruger | 96 | Green |

Data List View

Student Risk Level

Plan: All Students

| Risk Level Range | Number of Students (out of 16) |
|------------------|--------------------------------|
| Low | 14 88% |
| Medium | 2 12% |
| High | 0 0% |

Alerts

- Heber test alert - Christy Testingham | 3/3/2016
- A "student failed an assessment yesterday" alert rule - Bronwen Taylor | 3/3/2016
- Amharic's "student failed an assessment yesterday"

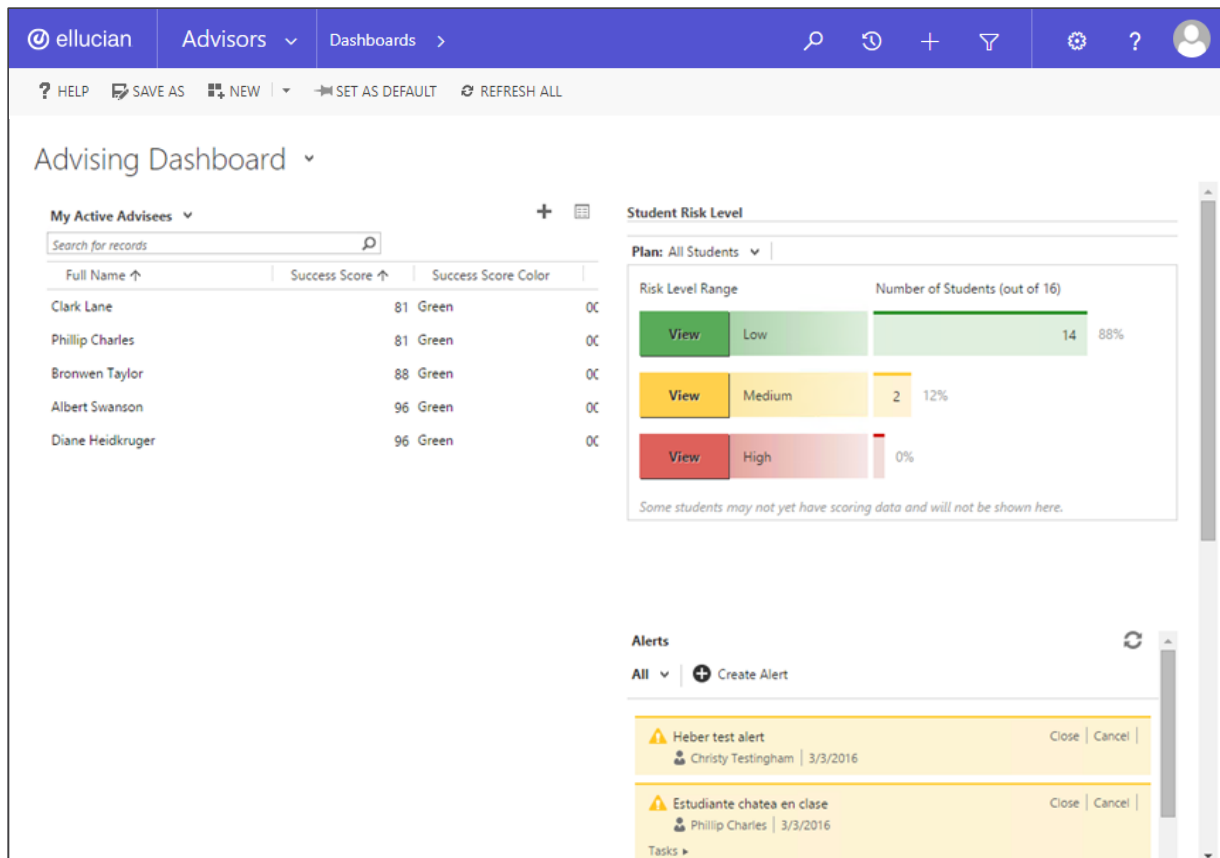
My Open Activities

| Activity Type | Subject | Regarding |
|---------------|--|-----------|
| Email | What interests / talents are you considering pursuing? | |
| Phone Call | Call for technical support | |
| Phone Call | Call for ask some questions | |
| Phone Call | Make sure someone calls us | |
| Phone Call | Call for support | |
| Phone Call | call for support | |
| Phone Call | Future call with Courtney | |

Navigation and Controls: Search, Select View, Refresh Data, Add New Activity, Navigate to next page in list.

Alerts are triggered by a student’s Success Score hitting a certain threshold or by other actions that are being monitored. The alert could come from an action from the student, such as having ‘At Least 1 Failing Midterm’ or lack of action, such as ‘Not Registered for Fall 2016.’

With each action, one or multiple **Activities** or tasks may be assigned. The **Activities** or tasks may be automated, such as an email notification or an activity may be an action assigned to an individual for follow-up, such as ‘Call Student One Week Before Classes.’ Tasks display in the **My Open Activities** list.



To find a specific student record

1. Select **Advisors** from the File (main) menu.
2. Select **Dashboards**.
3. Verify the **Advising Dashboard** displays. If not, select **Dashboards** from the **Advisors** drop-down menu.
4. Enter the name or partial name of the student you want to find in the **Search for records** field.
5. Press **Enter** on your keyboard or click the **Search** icon.

To sort by success score

1. From the **Advising Dashboard**, click on the Success Score column header to sort in alphanumeric order.
2. Click again to sort in reverse alphanumeric order.

To view a student record

1. From the **Advising Dashboard**, click on the name of the student whose record you want to view.

To view all students at high risk

1. From the **Advising Dashboard**, click the red **View** icon associated with the high risk group.

Working with Alerts and Activities

To view an alert

1. From the **Advising Dashboard**, scroll down to **Alerts**.
2. Click on the alert you want to view.

To close an alert

1. From the **Advising Dashboard**, scroll down to **Alerts**.
2. Click **Close** next to the alert you want to close.

To view an activity

1. From the **Advising Dashboard**, scroll down to **Activities**.
2. Click on the activity you want to view.