



IUP Advise Quick Reference Guide 3.1 Advising and Faculty Dashboards

Connect to the [IUP VPN](#) for full access to IUP Advise quick links.

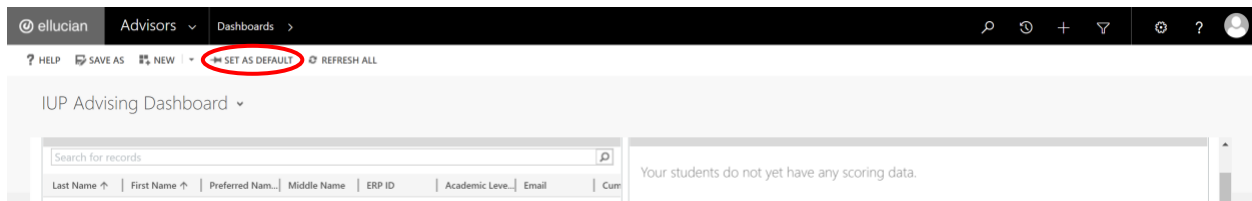
Access IUP Advise: <https://IUPCRM.elluciancrmadvise.com>

Enable pop-up windows.

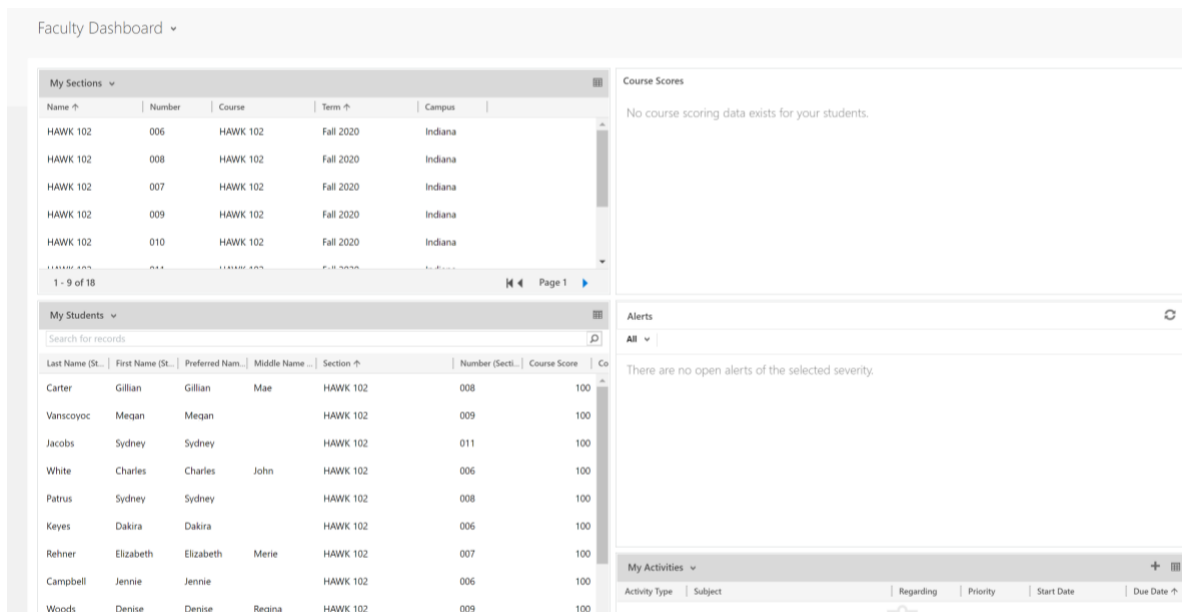
Advising and Faculty Dashboards

IUP Advise provides two views that can display important information regarding your students and courses. The **Faculty Dashboard** lists students enrolled in the sections you are instructing during the current term. The **IUP Advising Dashboard** lists your advisees. You can access a student's profile by clicking on their name.

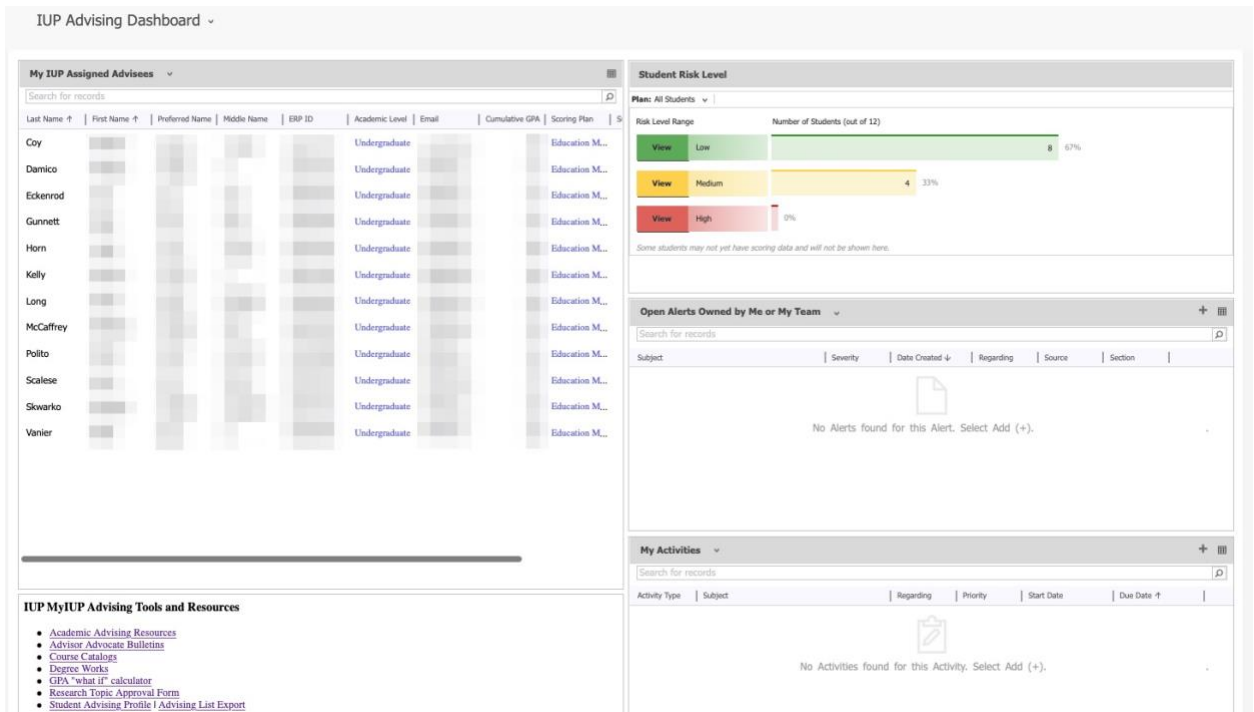
To make navigating between the two dashboards easier, you can choose which dashboard you would like to see each time you login to IUP Advise. To set a default view, switch to the dashboard you want to see and then select **set as default** at the top of the screen.



Below is an example of what the **faculty dashboard** looks like. At first glance you can see it presents information on your sections for the current semester, students enrolled in those courses, success scores of students enrolled in those courses, active alerts for students in your sections, and any activities you need to complete regarding those students.



The **IUP Advising Dashboard** provides a snapshot of vital information about your students.



- Advisees are listed in the window on the left.
- The Student Risk Level graph provides an at-a-glance view of your advisees' success/risk levels.
- Advisors should check the “Open Alerts Window” daily to review any open alerts and take necessary action.
- The “Action” window lists actions an advisor has taken and provides an opportunity for users to **add an action**.
 - “Actions” include emails, phone calls, alerts, etc.
 - Users can add an action from this window by clicking on the plus (+) sign



- Remember if raising an “Alert,” users must **select the type of alert from the pre-populated “Category.”** Click on the magnifying glass at the right side of the Category line. (See the “Alerts and Activities” for more information.)

The lower left window of the dashboard provides access to MyIUP links including:

- Academic Advising Resources (IUP’s Academic Advising Website)
- Advisor Advocate Bulletins
- Course Catalogs
- Degree Works
- GPA “what if “calculator
- Research Topic Approval Form
- Student Advising Profile
- Student Transcripts