Quick Start Guide for SSC Campus - Advisors

The University of Delaware 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.

Getting Started

Configure Availability and Calendar for Appointment Scheduling

- **Set Up Your Availability -** This is an important first step that will allow you to then create appointments with students by selecting the 'Add Time' from your Advisor home screen, and see this video for detailed instructions

Practice

Perform These Key Actions to Identify, Communicate With, and Support Students

- **Search for Students —** Use the Advanced Search to identify key sub-populations of students for support, or interventions.

  - **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

  - **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 –

  - 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

- **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)

  - 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