**UNC Pembroke**

**EAB Student Success Collaborative**

**Center for Student Success**

**Advisor Home**

**“Availability”**

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***Availability***

1. Select Available Days

2. Select Hourly Availability

3. Select ‘Drop-In’, ‘Appointments’ or ‘Campaigns’

4. Select Location

5. Select ‘All’ applicable services

6. ‘Save’

**\*NOTE\*: Once you have created an ‘availability’ (i.e. ‘Drop-In’), you can select ‘Copy Time’ under the ‘Actions’ drop-down to mirror your selections for an alternate appointment type.**

**“Appointments and Appointment Campaigns”**

***1. ‘Select the students you want to message’***



***2. Select message preference***

***A. ‘Send a Message’***



***B. ‘Create Appointment Campaign’***



**1. Name your ‘Campaign’**

**2. Select ‘Campaign Type’, ‘Slots Per Time’, ‘Course or Reason’, ‘Begin/End Date’, ‘Appointment Length/Limit’**

**...Review your Students**



**...Select your Advisors**



 **...Compose your Message or Keep the Preloaded Message**



 **...Confirm and Send**



 **...Confirmation**



***“Advisor Reports”***



***“Messaging”***







***“Student Profile”***

**Tabs (Advisor Home Screen):**

**Overview (30 Sec. Gut Check)**

**Success Progress**

**History**

**Class Info**

**Major Explorer**

**More: Calendar, Study Hall, Appointments, Conversations**