

SSC Campus TIPS

SSC Campus is split up into modules:

The Advisor Home: where advisors will spend most of their time.

The Student's Profile: Everything that was in EAB Foundation. Predictive risk model, Major Explorer, Success Markers, etc.

Student-Facing: What students see and how they schedule appointments.

The Advising Center: Where the front desk books/checks in appointments. (academic advisors also have access)

Kiosks: Fully/partially automated booking/check-in systems.

You can bookmark these modules on your browser and have multiple tabs open.



SETTING UP AVAILABILITY. Instead of adding more time, it's quicker to copy it then edit:

Times Available

A screenshot of the 'Times Available' interface. It features a table with columns: DAYS OF WEEK, TIMES, DATES, LOCATION, and SUBJECT. A row is visible with 'Mon, Tue, Wed, Thu, Fri', '9:00a-5:00p', 'Summer 2016', and 'Advising Undergraduate Colleges'. An 'Actions' dropdown menu is open, with 'Copy Time' highlighted. A dialog box is overlaid on the right, titled 'Do not click on this box:', containing a warning about deleting times and a checkbox for 'Prevent this page from creating additional dialogs.' with 'OK' and 'Cancel' buttons.

Learn how Outlook Calendar interacts with SSC Campus:

A screenshot of an Outlook calendar event creation form. It includes a 'Search Calendar' field, 'SAVE' and 'Discard' buttons, and a section for 'An all-day event' with date pickers for '8/20/2016' to '8/20/2016'. The 'All day' checkbox is checked. At the bottom, the 'Show me as' options are 'Available' and 'Busy', with 'Busy' selected. The 'Visibility' options are 'Calendar default', 'Public', and 'Private'.

If you mark an event on your Outlook calendar as **“Show me as busy”**, it will override SSC availability. This is good if you need to leave the office and you cannot take students. If you have an event on your Outlook calendar that does not prevent you from seeing students such as “Joe On-call 1-5”, Make sure to mark these events as **“Show me as free”**.

TIP: Outlook **appointments** always default to “Show me as busy”, while **all-day events** always default to “Show me as free”.

Where your students are:

Advisor Home

1 Students | Upcoming Appointments | My Availability | 2 Advising Center

Notification Methods: Ding E-mail Text Message

Students Who Have Checked In For Their Appointments

SELECT	NAME	REASON	TIME OF APPT.
<input type="radio"/>	Frieda	Advising	9:30a-10:00a

Students In My Queue = Drop-ins

Waiting for anyone | Waiting for me

SELECT	NAME	REASON	COMMENT	FIRST AVAILABLE	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
<input type="radio"/>	Ryan	Advising		Yes		9:31a	11 min
<input type="radio"/>	Danielle	Advising				9:40a	2 min

Students In Queue For Other Advisors

Waiting for specific advisor

SELECT	NAME	ADVISOR	REASON	COMMENT	PRIORITIZED AT	CHECKED IN AT	WAIT DURATION
<input type="radio"/>	Ryan	Chabza, Candace	Advising			9:32a	10 min

How to take a student

Students In My Queue

Right-click on name & open in a new tab

SELECT	NAME
<input type="radio"/>	John

Open link in new

Students In My Queue

3 Start Appointment | 2 Actions | 1

- Start Appointment
- Not Attended To
- Move to First Available
- Send Message
- Remove

SELECT	NAME
<input type="radio"/>	John

ADVISING REPORT FOR

minimize this report

Appointment Details

An appointment will be created after you submit this report.

Reason: University Scholars

Meeting Type: Select Meeting Type

Course: [Dropdown]

Date of visit: 08/11/2016

Location: University Scholars

Attendees

phone, email, skype, in-person

- Attended | Arrived: 03:25 PM | Departed: [Time]
- Attended | Arrived: 03:25 PM | Departed: [Time]

Other advisors can remind the student of their follow-up appts.

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Date: [Time] | Time: [Time]

Appointment Summary

Write a summary. Now includes bold, italics, bullets, links, undo/redo.

Attach a file

Attachments: Attach File | Choose File | No file chosen

Save this Report

Sync your Google Calendar to SSCC:

My Calendar

Calendar View | List of Calendar Items | Subscriptions

SUBSCRIPTIONS

Setup Calendar Integration
No calendar integrations yet.

Setup Free/Busy
No free/busy integrations yet.

1: Home icon, 2: Subscriptions tab, 3: Setup Calendar Integration button

External Calendaring Setup | Outlook Integration | iCal Integration | Google Integration

[Click here to set up Google Calendar integration](#)

4: Google Integration tab, 5: Link to set up Google Calendar integration

Connect with Google

Disconnected.

Sync with Google

Calendar for Two-Way Sync
[Redacted] .edu

Calendars for Free-Busy Sync
[Redacted] .edu

Save and Update

Should be the same

6: Connect with Google button, 7: Two-way sync domain, 8: Free-busy sync domain