



Faculty Navigate Quick Guide

Toggle Staff/Professor Home Staff Home will show assigned mentees and, for Pro. Directors, students in your program (use Filter Relationship Types). Professor Home will show students in your courses (use sort icon to sort).

Actions menu Use to send messages, enter notes, or issue referrals and alerts. Available in Staff Home or Professor Home. You can also perform these actions when viewing a student profile.

Email or text Emails go to student's campus email, and replies go to your Outlook. If texting, ALWAYS identify yourself. Replies will go to your Outlook, and if you reply through Outlook the message will be texted back.

Enter notes to document important conversations By default, notes are viewable by other faculty and staff. Check your name to make private to you, and/or check student's name to share with the student.

Issue alerts, feedback or referrals Alerts go to an advisor for follow-up - you will be notified of the result. Feedback sends a congratulatory note to student. Referrals send instructions to student & attach to their record. Your comments are NOT viewable by student.

View student profiles View academic information, course history, advising history, and more by clicking the name of a student on your list or using the top search bar. See student's Success Team (advisors) by scrolling down.