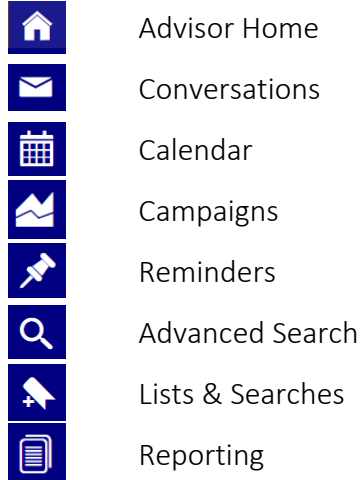


Getting Started with *Campus: Student Success Collaborative* at RMU

Campus Login

- Login to Production: <https://rmu.campus.eab.com/>
- RMU username and RMU Password (same as Sentry Secured)

Left Navigation Buttons:



Right Panel:

*The information in this panel will change once a student is selected to show support resources and actions available while working with a student in an advising session.

On the “Advisor Home” you will see the following within the right panel.

- Quick Links
- Reminders
- Upcoming Appointments

Top Notifications Panel:

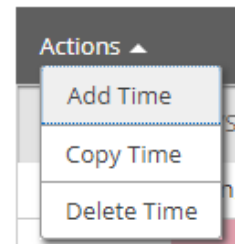


Advisor Home:

- “My Assigned Students for _____ (current term)” will show the students that you are assigned to advise in the current term. They will be listed in alphabetical order.
- The term that appears can be adjusted to show students in all terms by selecting the drop down arrow and choosing “My assigned students in all terms”

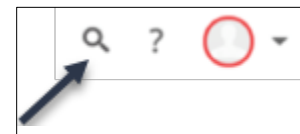
Setting your Availability

1. From Advisor Home, Click on **My Availability**
2. Under **Times Available**, click on the **Actions** drop-down then select **Add Time**.
3. Select the day(s) that you are available and then slide the bars to choose a time you are available.
4. Choose whether you’d like this time to be for **Drop-ins, Appointments** or **Campaigns**.
5. Under **Duration**, choose the period of time you’d like to be available for and under **Location** select where students should meet you. Provide any **Details** and then select **Save**.
6. Repeat this process as necessary to add times for different situations (drop-in or appointment).



Viewing information about a Student Advisee:

From the main page, select a student that you would like to see information about or use the Search feature in the top right hand corner of your screen to search for a student you are advising.



- A. **30-second gut check.** This gives advisors a “quick glance” at their advisee to gain details about which courses they received a D or F in, how many courses they’ve repeated, how many courses they have withdrawn from, missed success markers, cumulative GPA, total credits and more.
- B. Select this drop-down shown next to letter “B” above to gain details about each particular area. For instance, by selecting the drop-down next to “Course Grade D/F”, advisors will see which courses the student received a D or F.
- C. The “Current Alerts” section allows advisors to:
 - **Message Students-** Send a message to this advisee within Campus. Students will receive the message to their RMU email account as well as within their Guide application.
 - **Add a Note** – Add a note about something that you observed about this student (academic or non-academic). Advisors may choose to keep the note private, to share it with the student or to place the note on the student’s profile for anyone to see.
 - **Add a Reminder-** Remind yourself to talk to your advisee about something
 - **Report on an Advising Appointment-** Add details about an advising appointment that took place with the advisee.
 - **Schedule an Appointment** – Request to schedule an appointment with the advisee.
 - **Add to watch List** – Add this advisee to an already created watch list.
 - **Issue Alert-** If you observe something troubling with this advisee, create an alert so that others who view their profile and the center for student success will be alerted.
- D. **Links-** The links here take you to the current student’s check sheet in Sentry. For ease of use, login to Sentry in a separate window or tab FIRST, then utilize the links in Campus.
- E. **Success Progress** – This area allows advisors to see graphs about trends in the student’s GPA and credits over each semester at RMU. It also shows if students have missed success markers.
- F. **Reports/ Notes-** This area shows if there are any notes, reports, or alerts about the student.
- G. **Class Info-** This tab shows an unofficial transcript for the selected student by term.
- H. **Major Explorer-** This tab presents the current major the student is registered for. It also shows alternate majors that the student might be interested in and information about those.
- I. **Path-** This tab displays the questions that students will receive within their Guide application.