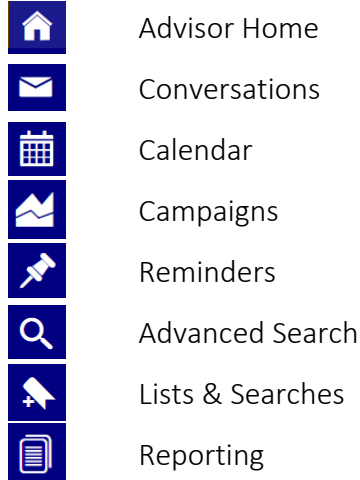


# Getting Started with *Campus: Student Success Collaborative* at RMU

## 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:

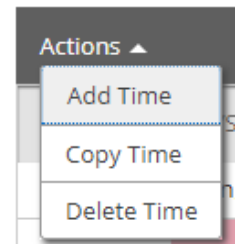


## Advisor Home:

- “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”

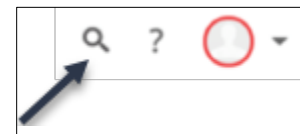
## Setting your Availability

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.