Student Success Platform

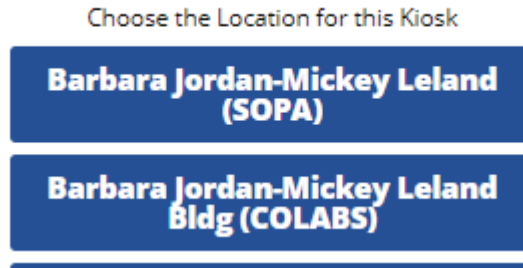## Faculty/Staff how to Start Appointments and Complete Advising Reports

If there is a centralized office that students are directed to check-in before they come to your office, students can be checked in using TCLAW, and you will be notified of that check-in through TCLAW.

Accessing Appointment Center

1. Click on the Additional Modes on the bottom right-hand side of any TCLAW page. You will likely need to scroll down the page to see this link.
2. Click on Appointment Center.

Appointment Center
Advising Kiosk
Tutor Kiosk

Additional Modes ▾

3. Click on the location of your center.

Choose the Location for this Kiosk

Barbara Jordan-Mickey Leland (SOPA)

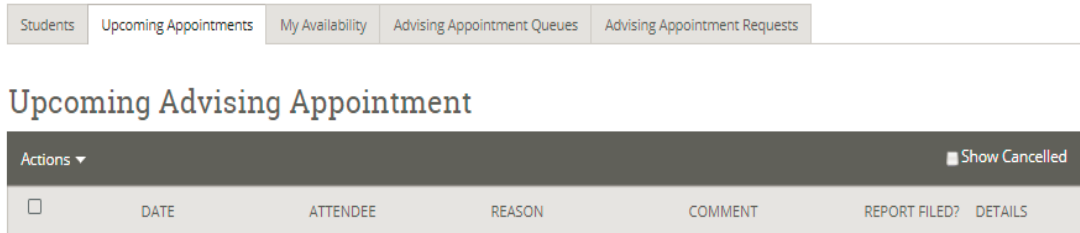**Barbara Jordan-Mickey Leland Bldg (COLABS)**

4. This will take you to the Appointment Center mode. The screen should load with today's appointments and your location staff availability.

Checking in Students for Appointments

1. Appointments scheduled prior to the appointment time are listed on your Advisor Home page under the "Upcoming Appointments" tab.

2. You can click on the student's name listed under the "ATTENDEE" column to view the students profile prior to the appointment.

Advisor Home ▾

| Students | Upcoming Appointments | My Availability | Advising Appointment Queues | Advising Appointment Requests |

Upcoming Advising Appointment

Actions ▾					☐ Show Cancelled
☐	DATE	ATTENDEE	REASON	COMMENT	REPORT FILED? DETAILS

3. Once the start time for the scheduled appointment passes, the appointment will move from Upcoming Appointments to the Advisor Reporting area on the lower part of your Advisor Home page.

4. To start the appointment, click on the box next to the appointment, then click Add Advising Appointment Report under Actions.

Advisor Reporting

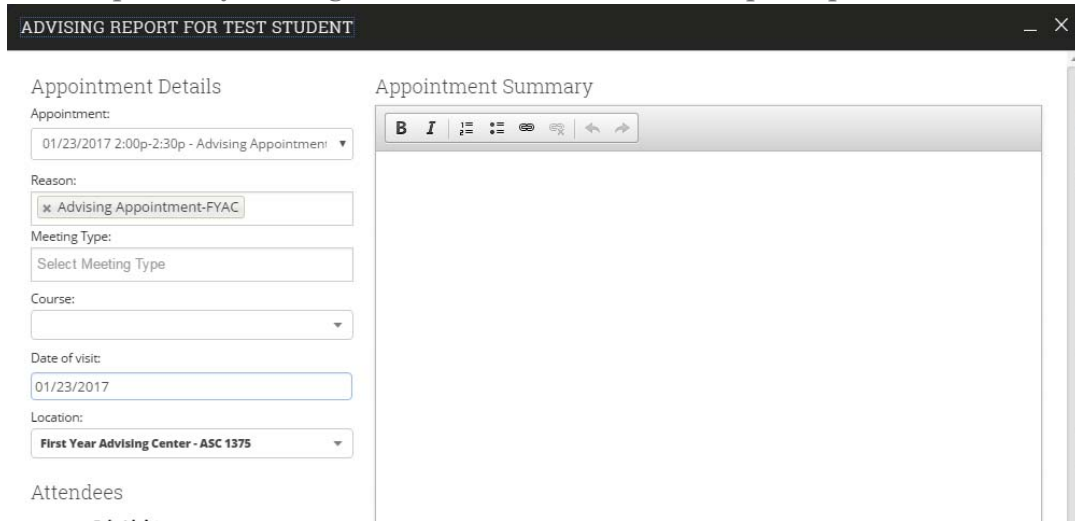| Recent Advising Appointment | Recent Reports You Created |

Recent Advising Appointment

| Actions ▲	
Add Advising Appointment Report	
Mark No-Show	EASON
☐ 1/1 11/02/2017 12:30p - 01:00p	General Questions/Concerns
☐ 11/02/2017	

5. Clicking on "Report On Advising Appointment" from a student's profile page creates a new appointment starting at the time you clicked this link. If a student has pre-scheduled an appointment this creates two different appointments at the same time. The student is considered a No Show for the prior scheduled appointment and the data for appointment becomes skewed. The "Report On Advising Appointment" is intended for unscheduled drop in appointments in cases where students are not check in at the centralized location.

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Completing Advising Appointment Report

1. An Advising Report will automatically pop up on the screen once the Add Advising Appointment Report under Actions link is clicked. Information from the appointment will automatically be completed in the report. You can minimize the report to look at the student profile by clicking the "_" next to the "x" at the top of report.

ADVISING REPORT FOR TEST STUDENT   _   ✕

Appointment Details   Appointment Summary

Appointment: B *I* ≔ ⬚ 🔗 ⬚   ↶ ↷

01/23/2017 2:00p-2:30p - Advising Appointment ▼

Reason:

✕ Advising Appointment-FYAC

Meeting Type:

Select Meeting Type

Course:

▼

Date of visit:

01/23/2017

Location:

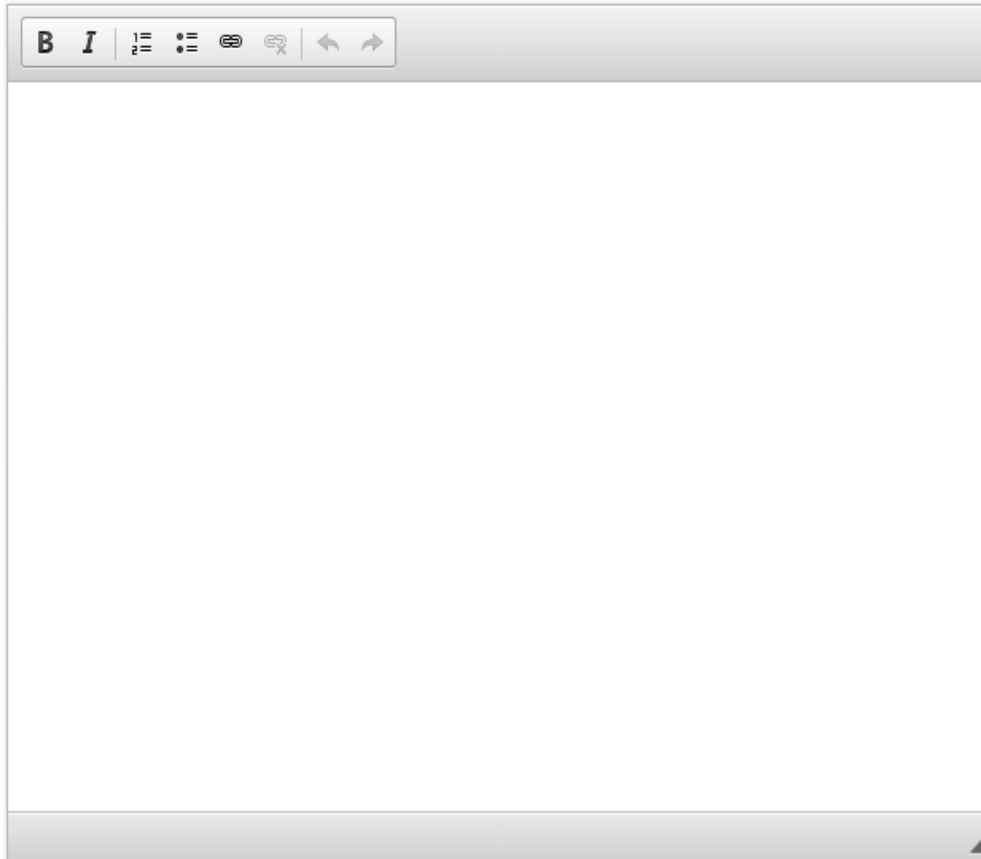First Year Advising Center - ASC 1375   ▼

Attendees

2. When the report is minimized you will see a number in the box shaped icon at the top of screen. Clicking this icon will pull of your list of open reports. Click on the student name to reopen the pop up window containing the report.

Campus
Student Success Collaborative™   ✉   ☎   📢   🗔①

🗔 Minimized Dialogs

🏠

Advising Report for Test Student

✉
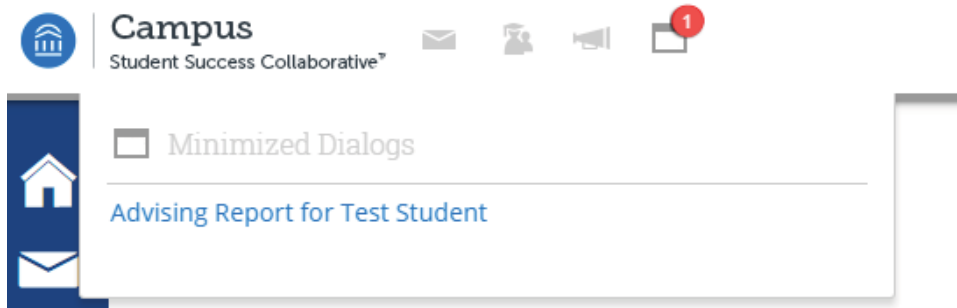
3.   Enter your notes in the Summary box and click Save this Report. Do not click Cancel this will check the student out of the appointment and unstart the appointment.
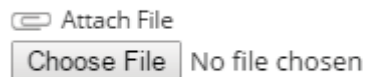
Appointment Summary

4.   If you need to attach an academic plan or other document, click on the "Choose File" button below the summary block. Select the file to upload from your files and it will be added to the report. Attachments can be in Microsoft office formats or pdf's.

Attachments

Attach File

Choose File   No file chosen