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SSC Campus Log in:

There are two ways to log into SSC campus. The first option is to log in via Paws. You can access paws via the GSU main page. The second options is to type gsu.campus.eab.com in the address bar.

How to log into SSC Campus:

Option 1:

1. Open web browser and type GSU.edu in the address bar
2. Once one GSU home page, click faculty and staff and select PAWS
3. Once on the next page, click Sign in to PAWS and on the following page, use your GSU campus ID and password to log in
4. On the top right-hand corner of the next page click EAB and you will be taken to the SSC Campus Advisor Home page of SSC Campus
Option 2:

1. Open web browser and type gsu.campus.eab.com in the address bar
2. On the next page, type in your GSU campus ID and password and click log in

3. You will then be taken the SSC Campus Advisor Home page
Advising Appointment Queues

The Advising Appointment Queues tab will show a list of your students checked in for their appointments and students who have checked in as walk in’s. You can also create a campaign, issue alerts and view upcoming appointments under this screen.

How to access Advising Appointment Queues:

1. Click on the icon from any screen in SSC campus
2. Once on the Advisor Home page, click on the Advising Appointment Queues tab
Student Profile

You can view a student’s profile by clicking on their name anywhere in SSC campus. There are six tabs under the student profile page. Below you will find a list of the information each tab provides.

Overview Tab will show you the following:

1. Can see number of W’s student has
2. Can see all GPA’s
3. Panther ID
4. Total credit hours earned
5. Can see major history
6. Tags and categories
7. Classification
8. Predictive risks, ranking
9. Assigned advisor
10. Credit completion
11. Staff Alerts/Links

Success Progress tab will show you the following:

1. Success Markers for a student
2. Missed major markers
History tab will show you the following:

1. Previously created Advisement reports
2. Notes added by assigned advisor
3. Early alert notes from professors

Class info tab will show you the following:

1. Classes enrolled in for current term
2. Most recent term
3. Unofficial transcript
4. Includes high school and duel enrollment activity (i.e test scores)
5. Can be used to advise when systems like Degree Works are not working

*This tab is useful when Degree Works is unavailable.*
Major Explorer Tab will show you the following:

1. Major specific career information that can be used to help create discussions during advisement appointments

More tab will show you the following:

1. Links to student calendar, study hall, appointments and conversations
Appointment Availability:

SSC Campus allows you to define the days and times you are available to meet with students, you can change those setting at any time.

How to set up appointment availability:

1. Once logged into SSC you will be taken to the Advisor Home page, click on the My Availability tab.
2. Click on the Actions drop down toward the left of the page and select Add Time

3. Specify the sections indicated below and then click save
   Days and times
   Appointment or Drop-ins
   Location
   Student service type

*If you are not sure which options to select, consult your supervisor.
Appointment Constraints:

Must be put in place to prevent same day appointments

How to set Appointment constraints:

1. Start on the Advisor Home page and click on My Availability
2. Click on located directly under the My Availability tab
3. Fill out the sections indicated with an below and then click Update Constraints

*If you are not sure which options to select, consult your supervisor.
My Calendar:

Your SSC calendar is used to take a quick glance at upcoming appointments or events. On the *My Calendar* page, you can **Add an event**, **Print calendar** and **View today, week or month**. You can view your calendar as a list by clicking **List of calendar items**.
Scheduling Appointments:

Only users with the appropriate permissions can schedule appointments.

How to schedule an Appointment:

1. Start on the Advisor Home Page and click on the drop down
2. Click the appointment type you want to schedule
3. Fill out the sections indicated with an *below and then add Attendee

*Attendees can be added by typing names or ID numbers
4. Once attendee is added, Choose A Time To Meet by finding availability slots then click Save appointment

*Appointments can also be created while on a student’s file by clicking the Schedule an Appointment link. All the steps that follow are the same as those indicated above except for having to add an Attendee.
Starting Appointments:
Will allow you to file an advisement report for a student in your queue.

How to Start an Appointment:

1. Click on 🏡 to get to the Advisor Home page
2. Click Advising Appointments Queues and identify your student

3. Select the Actions drop down and click Start Appointment

4. Once Start Appointment is selected a new screen will appear.

* See next step for instructions on how to complete an Advising Report
Advisement Reports:

Are used to document topics discussed during an advisement session with a student. Advisement Reports are created for scheduled appointments, walk ins and group advisement sessions.

How to create an Advising Report:

1. Start the Advisement Appointment (steps on how to do so are listed in the previous section)
2. Once the Advisement Report screen opens, fill out the sections listed below:

   - **Appointment Summary**: Type detailed information of the appointment
   - **Choose file**: Advisement forms must be scanned and added to report
   - **Time**: Make adjustment to start and end of appointment as needed
   *On occasion, you will need to adjust the location listed

3. Once all sections have been completed, click *Save this Report*
Searches:
The advanced search option allows you to find individual, groups, or unknown groups of students.

How to Start a Student Search:

1. Once logged into SSC Campus, click on the icon to the left of the page
2. Fill out required section by entering either a Student ID number or Name and click Search

3. Click on student’s name to pull up student’s profile

*This method can be used to find groups of students*
How to start an Advanced Search:

1. Click on the icon to the left of the page
2. Click on **Show Advanced Filters**

3. Once **Show Advanced Filters** is selected, 7 different search filters will populate.

4. Click on the filter you would like to use, enter requested information and click **Search**

*For specifics on how to use each tab, consult your supervisor*
Watch Lists:

Watch Lists are a population management tool. They are used to create specific lists of students that need continued monitoring overtime. Watch lists do not update on their own. To find data that is updated regularly for specific groups of students, it is best to use the Advance Search feature in SSC Campus.

How to Create a Watch List:

1. Create an Advanced Search using specific criteria (i.e. GPA, earned credit hours, major etc.) to generate a list of students
2. Once a list is created, select all the students you wish to add to a watch list by selecting the gray box next to their name, or select the entire list by clicking on the gray ALL box.
3. After selecting your students, click on the Actions Menu drop down
4. The drop-down list will appeal, click on Watch
5. Once Watch is selected, a new box will appear, you can either add students to an existing Watch List or you may select Create New List then click save

![Add to Watch List](image1.png)

6. If Create new list is selected, you will be prompted to name your list

![Add to Watch List](image2.png)
Notes:

Are used to document things that occur outside of an advisement appointment

How to create a Note:

1. Pull up a student’s profile in SSC Campus via search
2. Click on Add a note on this student link located to the right of the page
3. Enter your note, specify note reason and click Save Note

*Note reason will vary, consult your supervisor.
Appointment Campaigns:

Appointment Campaigns enable the advisor to send email appointment requests to specific population groups. The campaign allows a student to select a specific date and time in which to schedule an appointment instead of having the student having to work with the advisor to find a time that works for them or having the student call the front desk to make the request. The purpose is to make the task of creating an appointment as convenient as possible for the student.

How to create a Campaign:

1. Once logged into SSC Campus, click on the Campaigns Icon to the left of the page
2. Select the Appointment campaign link located to the right of the page
3. Fill out the required sections on the New Invitation Campaign Page:
   - **Campaign Name**: Your choice
   - **Course or reason**: Will depend on your role
   - **Begin and End dates**: You decide
   - **Appointment Length**: Change to 30 minutes
   - **Location**: Options will populate once a course or reason is selected
4. It is recommended that you select advanced search when deciding who to send the campaign to. You will add student ID numbers in the search box. Once added, click continue
5. A new screen will populate. Verify all the students you entered are listed and click on the “All” button to select every student on the list.

You will do the same on the following screen and click continue.

6. Select the box next to your name and click continue.
7. **Compose your message and click** continue

8. **Confirm all the information listed is correct and click** send