

Staff Homepage Overview

As staff, this will be your home page when you login to Campus Connect. ***Note:** If you have several roles in the platform based on your primary job responsibilities, your homepage may have a few additional functionalities.

The screenshot shows the Staff Home page with several callout boxes:

- Use this tab to view your upcoming appointments.** (Points to the 'Upcoming Appointments' tab)
- Use this tab to set up (or modify) your appointment availability.** (Points to the 'My Availability' tab)
- Use this tab to view all the appointment queues in your area.** (Points to the 'Appointment Queues' tab)
- This is the Global Term selector; it is recommended to not change and be the current term.** (Points to the 'Fall 2020' dropdown menu)
- This is the Global Search; you can search for students easily by first and last names or their ID #.** (Points to the search icon)
- This is the Help Center for EAB & Navigate.** (Points to the help icon)













The main content area includes a 'My Assigned Students for Fall 2020' section with a table. A callout box explains: "If you have students assigned to you, they will be contained in a list here. You can easily view their Student Profile from here simply by clicking on a student's name. if you do not have students assigned to you, this area will not contain any students."

Advisor Reporting section of the Staff Home Page.

The screenshot shows the Reporting section with a callout box pointing to the 'Recent Reports You Created' tab. Below the tabs is the 'Recent Appointments' section, which includes a 'Care Unit' dropdown menu and a table with columns: DATE, SERVICE, COURSE, COMMENT, ATTENDEE, TIME, REPORT FILED?, and DETAILS. A 'Show Cancelled' button is visible in the top right of the table area.

Side Bar Icons & Features

The left side bar menu contains the following options *dependent on your role in the platform!*

	← Home
	← Conversations: Where you can view your emails and other notifications sent from the platform.
	← Calendar: Where you can view and modify your calendar and also set up the Exchange integration.
	← Cases: Where you can view currently opened, unassigned and closed cases.
	← Campaigns: Where you can view progress report, enrollment census and appointment campaigns.
	← Reminders: Where you can view any upcoming or overdue reminders.
	← Advance Search: Where you can conduct a simple and/or advanced search of students.
	← Lists & Searches: Where you can view your saved searches and student lists.
	← Analytics: Where various institutional dashboards and reports can be viewed.
	← Institution Reports: Where you are able to run various reports for student data.
	← Reporting: Where you are able to run various reports for student data.
	← Administration: *Authorized and Limited Access only.





Top Bar Icons & Features

The top bar icon has three icons that provide different features based on your needs.

Use this tab to view unread messages.

Use this tab to view appointment queue.

Use this tab to view minimized dialogue windows.

Right-side Icons & Features

On the right-side of the staff home page, you will find several quick links for your convenience.

<div style="background-color: #e0e0e0; padding: 5px;">Actions</div> <div style="padding: 5px;"> <p>I want to...</p> <p>Issue an Alert</p> </div>	<p>← Manually issue an alert for a student <i>(See Section "Alerts & Referrals" for more information)</i></p>
<div style="background-color: #e0e0e0; padding: 5px;">Quick Links</div> <div style="padding: 5px;"> <p>Take me to...</p> <p>Schedule a General Event</p> <p>Record Class Attendance</p> <p>Manage Assignments</p> <p>School Information</p> <p>Download Center for Reports</p> <p>Campaigns...</p> <p>Appointment Campaigns</p> <p>Travel Letters</p> </div>	<p>← Schedule an appointment with another user</p> <p>← View student support services information</p> <p>← View downloaded report files</p> <p>← View and create appointment campaign(s) <i>(See Section "Appointment Campaigns" for more information)</i></p>
<div style="background-color: #e0e0e0; padding: 5px;">Upcoming Appointments</div> <div style="padding: 5px;"> <p>You have no upcoming appointments.</p> </div>	<p>← Quickly view any upcoming appointments scheduled through Navigate.</p>