

Tk20

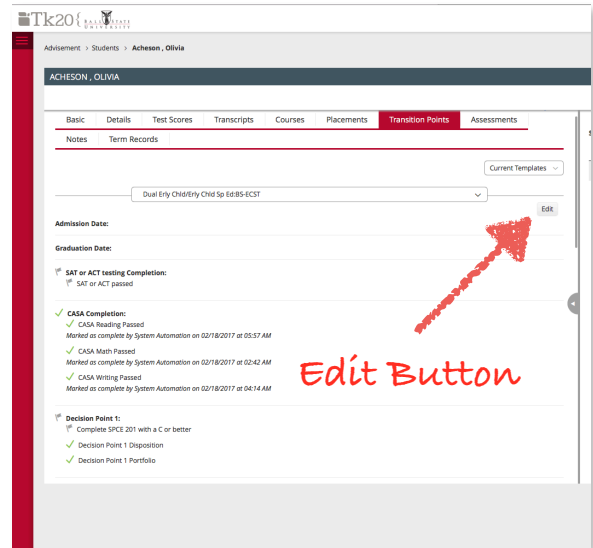
Program Manager and Advisor Training

Transition Point Template Management

1. Click Advisement
2. Type the name or ID # of your student
3. Click Search
4. Click the name of the student
5. Click the Transition Point Tab
6. To Edit Transition Points, Click the Edit Button
7. Check off Transition Points as needed.
8. Click the Update button at the bottom to save your changes.

NOTES-

- Many checks are automated: Course Grades, overall GPA, Credit hours, and Test Scores
- Please note that, if you check off an automated box, your check will be overwritten on the next automation cycle.

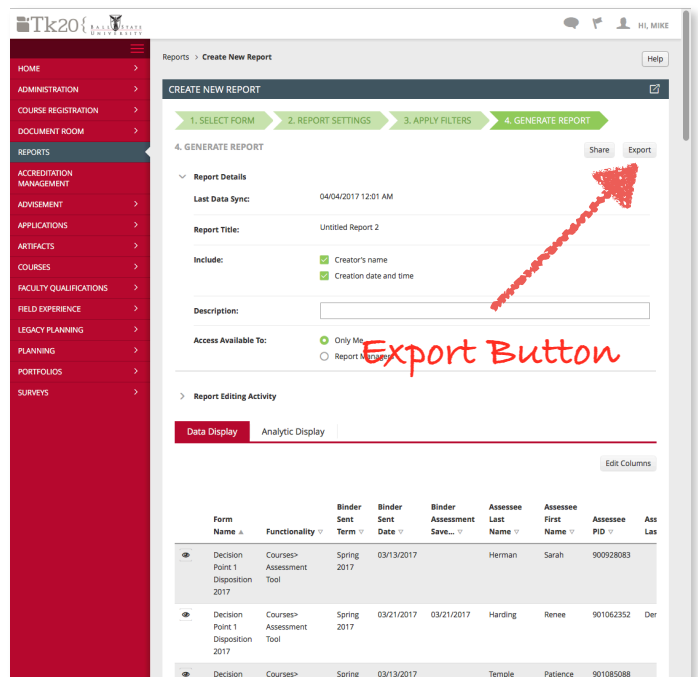


Check Assessment Completion with Reports

1. Click Reports
2. Click the Create New Report Button
3. Find the assessment tool you would like to run a report on. Click it and click next.
4. Under Functionality, check boxes based on how the data was collected. Click next.
5. Checkbox Sent Date. Select a date range
6. Checkbox Sent Term. Select a term.
7. Under Courses, you may select specific courses in which the assessment was collected.
8. Click Generate

NOTES-

You can also use this report function for analytic data



Check Overall Status of Students in a Program

1. Click Reports
2. In the Search Box, type Advisement 043
3. Select the report
4. Select your program of choice
5. select Student for role
6. Click Generate
7. Use the export button to convert to excel format