

January 2022



ACHIEVE

Newsletter

REMINDERS:

UPDATE YOUR PROFILE & OFFICE HOURS

This includes your contact information, your professional photo, your biography, and your email notifications.

We recommend syncing your Google Calendar with ACHIEVE.

SUBMIT YOUR ATTENDANCE

Be sure to log your attendance daily in Attendance Tracker to ensure your students and their advisors see the most current information in ACHIEVE.

RAISE FLAGS & GIVE KUDOS

To raise a flag or give a kudo, find the student in your STUDENT LIST, click on the student's name to open their STUDENT FOLDER, and click on FLAG/KUDO.

REMINDE YOUR STUDENTS:

- Complete their Student Intake Form found in their main menu.
- They can access any office or service that we have on campus by clicking on SERVICES.
- They can schedule appointments with you through ACHIEVE for general academic advising questions or questions regarding a course they are enrolled in.
- They can utilize their SUCCESS NETWORK to find out who their academic advisor is.
- They can view their attendance for each course, as well as, their midterm and final grades by clicking on COURSES.

WHAT'S NEW?

Direct Links: ACHIEVE gives you a convenient way to share your personal Direct Link with students. Direct Links help with the scheduling process for students, faculty, and staff. Direct Links allow students to click on a link provided by a faculty or staff member and then automatically redirected to the user's profile or appointment scheduling page. Direct Links can be placed into email signatures, communications, web pages, and any platform where students can interact with the link. Please see the attached PDF for step-by-step instructions to enable your Direct Link.