



The Advisor Advocate

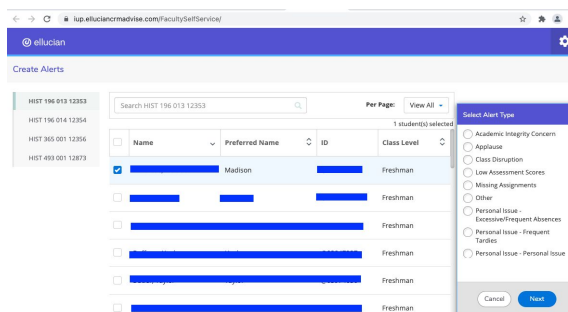
Welcome Back to Campus

We hope you had a great summer! Settling back into campus routines may take a bit of time for faculty, staff, and students. Encourage students to use a planner to stay organized and attend campus events to help them feel more connected to the university. Reflective Practice Large Group meetings will resume this fall. (The full schedule will be released soon.) Faculty, we look forward to seeing you there! If you've never attended a CTE event, we encourage you to come and connect with colleagues.

IUP Advise: Improve Communication and Workflow

Are you scrambling to develop new procedures to mitigate the effects of office and personnel changes across campus? **IUP Advise can make life easier and increase student support. It is *much more* than simply an academic advising tool. It is an engagement tool.** Users can send bulk emails, identify students who may need additional support, log student engagement, etc.

IUP Advise also offers an easy-to-use self service portal (available in the Course Tools section of [MyIUP](#)) that **allows teaching faculty to quickly [raise alerts](#) on students enrolled in their classes.**



Example: You can't reach a student who has skipped several classes. Raise an absence alert. This simple procedure takes only a few minutes and saves faculty from having to make numerous phone calls or send several emails.

Course Tools

- [Alert on student in course](#)
- [Course syllabus](#)
- [Class list](#)

Directions:

- 1) Click on Alert type
- 2) Provide basic notes
- 3) Submit

Alerts are directly routed to the individuals tasked with addressing them (Care Team, Provost's Office, advisors, etc.). For the system to work properly, it is imperative faculty and staff get in the habit of logging into IUP Advise daily, the same way we do with email. Users must check their alerts and take action if necessary. Soon, students will be able to raise alerts on themselves. We need to be prepared to address their alerts.



1. Log into [IUP Advise](#) (select "Other Organization" to get started)
2. On your IUP Advising Dashboard, set your Alerts window to "Open Alerts Owned by Me or My Team"
3. Complete the [D2L IUP Advise Training](#) and earn the certificate of proficiency
4. Start engaging!
5. Want more training? Ask your department chair to contact Erin Conlin to schedule a session.

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