This document will make it easy for you to...

... allow student-scheduled **Office Hours Appointments** that are synchronized with your calendar availabilities in Outlook.

*Fewer random walk-ins!*

... issue **Early Alerts** for your students who are in academic trouble.

*Less figuring out who might help!*

... complete **Progress Reports** to inform students and support team of academic successes and challenges.

*Easiest way to involve everyone in helping students succeed!*

... respond to **Progress Report Requests** from college administrators.

*Help us help them before the end of the semester!*

... record **Student Attendance** and communicate absences to students, support staff, and college administrators.

*Let students know they were missed!*

... publish **Assignment Due Dates** to student calendars.

*Reinforce responsibilities by making them more public!*

... communicate **Grades** to students and support staff.

*Minimize instances of, “I had no idea I’d missed that grade.”*
“Office Hours” Appointments

Please contact Student Success & Retention to receive configure your account for scheduling appointments.

Exchange Synchronization

1. Go to your Outlook calendar.
2. Select the Home tab and click on Share Calendar.
3. In the “To” field type scheduling.success@ttu.edu (Title: Student Success Online Scheduling).
4. Click Send.
5. Select the Home tab and Click Calendar Permissions.
6. In the Permissions tab, select Student Success Online Scheduling.
7. Change Permission Level to Editor.
8. Click the Apply then OK.
9. Login to strive.ttu.edu using your eRaider credentials.
10. Click the Calendar icon and select the Subscriptions tab.
11. Click Setup Exchange Calendar Integration.
12. Click Connect with Exchange. The process will continue unattended and may take a few minutes.
13. Your Strive.TTU.edu calendar shows Strive appointment entries in addition to your Outlook appointments. Outlook appointments appear as “Busy”. Students will not be able to view your Outlook appointment details.
**Appointment Constraints**

1. Login to **strive.ttu.edu** using your eRaider credentials.

2. Make certain you are in the **Advisor Home** profile.

3. Select the **My Availability** tab. Click on **Edit Appointment Constraints**.

4. Update your appointment constraints.
   a. **Hours in Advance** - the number of hours in advance a student must scheduling an appointment. This setting only applies to students making appointments.
   b. **Default Appointment Length** - appointment length. We recommend you add 10 minutes of reporting (20 min. with student + 10 min. for reporting = 30 min. appointments)
   c. Check the box to **Require available times for students**. Student will not be allowed to create appointments during their class time.
   d. Click Update Constraints.

**Appointment Availabilities**

1. In the home page, select **My Availability** tab.

2. In the **Times Available** section, select the arrow next to **Actions**. Click **Add Time**.

3. **ADD AVAILABILITY**
   Repeat the process below until all your availabilities are defined. You may have as many availabilities as needed.
   **Time-Saving Tip:**
   *After creating an availability, use the Actions menu and Copy Time* to create new availability with slightly different selections.
a. Select the day(s) of the week available.

b. Select the time available.

c. Select the type of appointment: **Drop-ins** or **Appointments**. Only one type of appointment allowed per availability created.

d. Choose the duration for this specific availability.
   - **Forever** - will remain active until manually removed or deactivated.
   - **Date Range** - will become active and inactive automatically with selected dates.
   - **Term** (will display current term) - will become inactive at the end of term.

e. Location: **Instructor’s Office for Office Hours**

f. Select the services provided during this availability: **My Instructor’s Office Hours, Weekly Meeting/Scheduled Meeting, Discuss Instructor Issue,** and **Discuss Course**.

g. Include any details or instructions on how to find your office (or connect by phone for online students), etc. Student will receive an email after creating an appointment. **At a minimum, Office/Room # is required.**

h. Click **Save**.

4. **MODIFY AVAILABILITY**

   - **Edit availabilities** – Select the availability you wish to edit and click Edit. Update and click **Save**.

   - **Activate availabilities** - select the availability you wish to reactivate and click Inactive/Edit. Update and click **Save**. (inactive availabilities will be highlighted in red)

   - **Delete availabilities** – select the availability you wish to delete. Click **Actions** and select **Delete Time**.
Issuing Alerts & Reporting Progress

Issue an Alert

1. Go to the student’s profile.
   a. Quick Search -- top right corner. Do not use commas.
   b. Student’s name link on your Students In My Classes menu.

2. Under the Options menu, click Issue an Alert.

3. Fill in the Issue an Alert menu:
   a. Student Name: Auto populated.
   b. Reason: Select all that apply.
      » Assignment Quality
      » Assignment(s) not submitted
      » At Risk of Failing Course
      » Attendance: Frequently late
      » Attendance: Missed Classes
      (notify student)
      » Personal Issue
      » Poor Performance on Exam/Quiz
      » Student needs tutoring
   c. Class: Select class(es) associated with student alert.
   d. Additional comments: Provide specific reason(s) for alert and recommendations for the student.

4. Click Submit.

Students will be contacted by a Peer Success Coach in Student Success & Retention to provide assistance.
Create a Progress Report

Progress Reports allows you to alert your support staff about a student who needs assistance.

1. Click **Progress Reports** next to the class.

2. Select the student you wish to create a progress report for.

3. Click **Actions** and **Create a New Progress Report**.

4. Fill out the progress report:
   a. At-Risk to Fail Your Class?: selecting “Yes” will activate the next field.
   b. Alert Reasons:
      » Assignment Quality
      » Assignment(s) not submitted
      » At Risk of Failing Course
      » Attendance: Frequently late
      » Attendance: Missed Classes (notify student)
      » Personal Issue
      » Poor Performance on Exam/Quiz
      » Student needs tutoring
   c. Absences
   d. Current Grade - use the dropdown to indicate the grade you would assign if the end-of-term was today and your course had no additional assignments beyond those already graded.
   e. Comments - Provide specific reason(s) for alert and recommendations for the student.

5. Click **Submit Report**.
Progress Report Campaigns

Support staff will often send progress report requests for students in your class(es). You will receive a request notification email. It includes a direct link to the Progress Report where you will enter your feedback. This link expires on the date listed in the email.

1. Click on the Student Feedback link.

![Student Feedback Request](image)

2. Fill in the Student Feedback report. If the student is “At-Risk of Failing Course” you must add an Alert Reason. Please provide detailed comments for these students, including action steps the student should take to improve from this point forward.

![Student Feedback](image)

3. To submit work done but complete the report later, click Submit only marked students (but I’m not done). To return to the report you may use the link in your email (Step 1).

For example:
You may want to first enter feedback for students “at-risk of failing course” then click Submit unmarked students as not At-Risk (I’m all done) before returning at a later time to provide feedback for the balance of your class.
Attendance, Assignments, and Grades

Record Attendance for Instructor Records, Support Staff Outreach, & Student Notification

1. Login to Strive.TTU.edu using your eRaider credentials.
2. Make certain you are in the Professor Home profile.
3. Select Record My Class Attendance under Quick Links on the right.

4. Select the Course and Date.

5. Mark Absent and Tardy (optional) students.
6. Indicate if a student’s absence (or tardy) is considered excused by your course syllabus or university policy.
7. Select Mark Remaining Present and click Save Attendance.
Add Assignments to Communicate Expectations to Students and Support Staff

1. Login to Strive.TTU.edu using your eRaider credentials.
2. Make certain you are in the Professor Home profile.
3. Under Class Listing, click Assignments.
4. Click Add New Assignment.

5. Add Title, Description, Points or Weighted Points, and due date.
6. Use Repeat This Assignment feature to easily create a series of recurring appointments. In the case of a daily quiz, use a common description and a generic title like “Daily Quiz”. When saving, this feature will append a sequence number to help distinguish one from another. Skipped instances, for holidays, cancellations, etc., can easily be deleted individually after the series is initially created.
7. Click Save Assignment or Save and Create Another Assignment.
Communicate Grades to Students and Support Staff
Note: Assignments must first be created in the Strive.TTU.edu system.

1. Login to Strive.TTU.edu using your eRaider credentials.
2. Check the profile you are using: make certain you see Professor Home at the top of the initial page.
3. Under Class Listing, click Assignments.

4. Click on Status.
5. Select the student, assign grade and click Update Status.

What Students See at Strive.TTU.edu: