

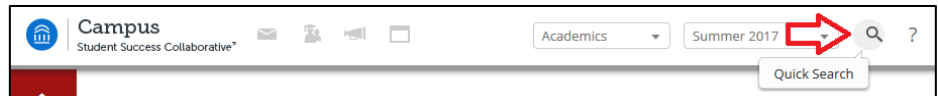
CardSmart Training

Communicating with Students

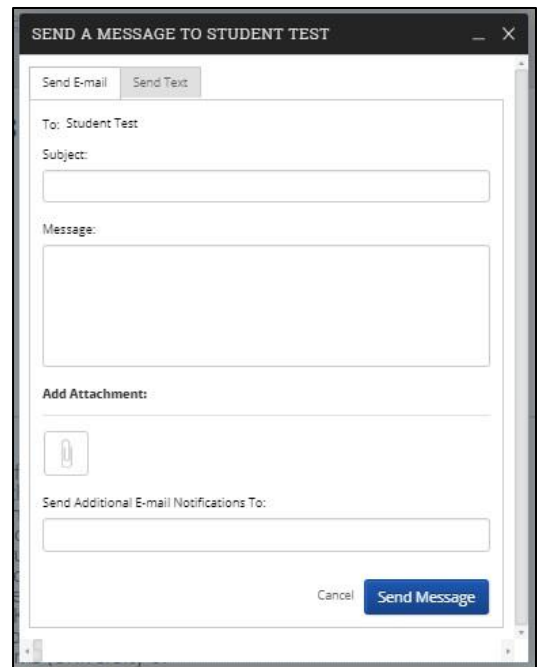
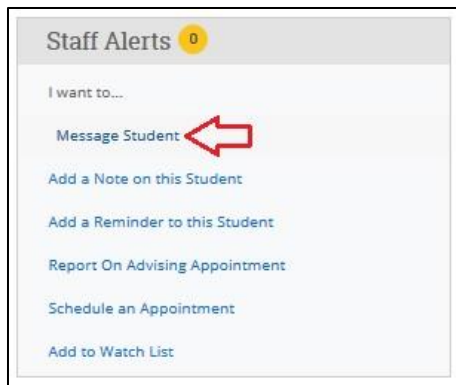
You can send messages to individual students by using Quick Search to find their student profile or by finding them in your list of assigned students. You can also use the Advanced Search feature to search for specific groups of students. This exercise will address each type of communication.

Using Quick Search to Communicate with Students

1. Search for the student by using the Quick Search box at the top right of the screen. Enter the Test Student ID# 1251014.



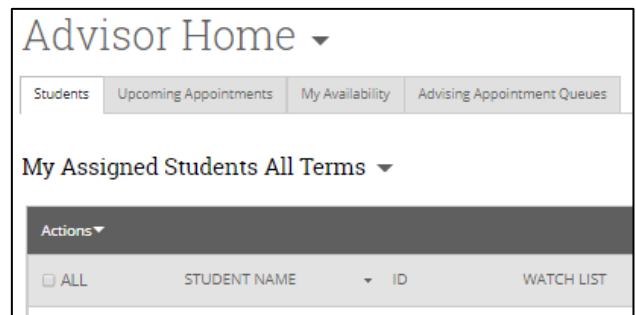
2. On the student profile, you will see a “Staff Alerts” box on the right. Click “Message Student.”



3. Fill in the subject and the message sections. You may also attach documents by clicking the paperclip symbol and searching for the file on your computer. If you wish to copy anyone else on the message, enter the email address for that person. Click “Send Message.” Your message will also appear in the “Conversations” area of the student’s profile under the “More” tab for later reference and are visible to other advisors and administrators.

Sending a Message from Your List of Assigned Students

1. From your Home page, the first tab you will see at top is “Students,” where you should see a list of your assigned students for the current semester. If you would like to change this to all of your assigned students, click the drop down arrow next to “My Assigned Students for [current semester]” and select the option for all terms.

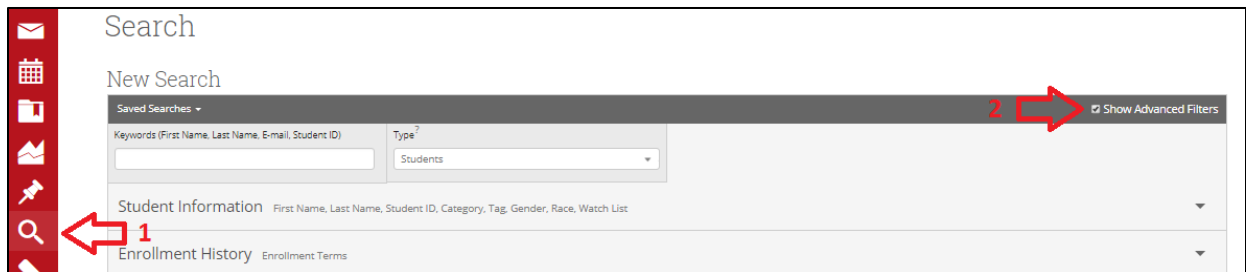


2. Once you have pulled up the list of students you want to choose from, select “All” or place a check next to the specific students you wish to message. Then select **Send Message** from the **Actions** drop down. The same “Send a Message to [Student]” box as above will appear for you to input the email subject, message, attachments, and additional recipients.



Using Advanced Search to Communicate with Students

1. Click the “Advanced Search” icon (the magnifying glass) on the left of your screen. Then click the “Show Advanced Filters” box towards the right.



2. Enter your desired search criteria and click “Search.” From the results, you can then check the “ALL” box to select all students that meet the criteria, or you can select individual students by checking the box next to their name. Once you have your list, click the **Actions** drop down above the list and click **Send Message**. The same “Send a Message to [Student]” box as above will appear for you to input the email subject, message, attachments, and additional recipients.

You can search on a wide variety of criteria. Subject tabs include “Student Information,” “Current Term Data,” and “Assigned To.” Within each of those, you will see a variety of search options. Enter the information by which you wish to search and then click “Search” at the bottom of the screen.

IMPORTANT: When conducting an advanced search, do not hit the “back” button. You’ll lose your search and have to start over. You can add additional criteria to expand your search or edit any set parameters. Simply click “Modify Search”, make your desired changes, and then hit “Search” again.

