

TOP AVISO TOOLS



AVISO

One of the most important aspects of Aviso is the ability for advisors and students to be able to plan out future semesters. This allows students to have a road map of classes in place that they can access from anywhere: on campus, at home, in the classroom, and on the go.

If at any time you notice that the Academic Plans in Aviso are incorrect, please contact Seth Buchanan at sbuchanan@cccc.edu or x7339.



NEWER FEATURE OF AVISO

One of the newer features of Aviso, Filtering, allows advisors to create sub-populations of students within their account. This can allow an advisor to easily keep track of new students on their advising caseload, contact students enrolled in a particular class, or follow a group of similarly tagged students. From the Filter list menu, all students in the list can be sent a survey, a group message, or downloaded into an Excel spreadsheet.



Seth Buchanan has served as the Aviso Administrator at CCCC for the past 6 years. "When I first started using Aviso, I was amazed at the amount of information it put at my fingertips. It's pulling in data from Colleague, Blackboard, and WebAdvisor. Having this information at the ready has improved my advising."

For more information about these Aviso Features, please refer to the Aviso Best Practices Guide or contact Seth Buchanan at sbuchanan@cccc.edu or 919-718 - 7339



THE COURSES TAB

The Courses tab is a great way to see how your advisees are doing in their current semester. For every class that your student is registered for, it will show their current grade, the last time work was submitted, the number of absences and the dates the student was absent. This is a great tool to use during the advising period for tracking completion of prerequisite courses.



THE NOTES TAB

The Notes tab is the best way to make a record of your interactions with a student. Don't forget to make a NOTE! Not only will you be able to reference the note, but your colleagues will be able to see the interaction if you are unavailable to meet with the student. This will also allow you to remember important conversations you've had with your advisees.



THE SURVEY TAB

The Survey tab helps academic advisors send out surveys to their advisees and to take surveys themselves. These surveys relate to the most recent advising meeting held between the advisor and advisee. They help us to understand the student's advising experience and how we can best improve our advising practices. Don't forget to take the advisor survey! We want to better understand your advising experience too!



THE MESSAGES TAB

Messages allows you to send emails to your entire advising caseload. You can also add fields that personalizes the message to the advisee.

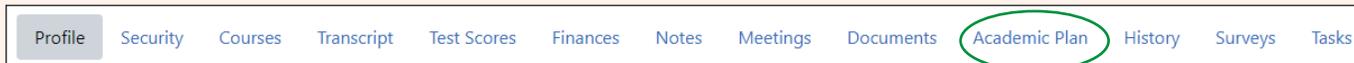
Have a message that you really liked? Save it as a template! You'll be able to reuse the message as many times as you like without having to recreate it from scratch.



WHERE DO I GO TO USE THESE AVISO FEATURES?

• How to Access the Planning Screen

To access the planning screen, click on the Academic Plan button within a student profile.



If no template has been assigned to the student, click on the Blue Pencil icon. You will be able to search for the appropriate program by program code or program name. Be sure to pay attention to the Catalog Year! To plan a semester, click in the appropriate semester box. Begin typing the course prefix, followed by a hyphen (-), and the course number (for example ENG-111). You may also drag and drop courses from the program template on the right side of the student's Academic Plan into the appropriate semester.

• How to create a Filter

From the Student Screen, locate the filters heading and click on the Blue Plus button.



From the resulting window, fill in the appropriate blocks to search out the student population that you are seeking. For Scope, "Caseload" will only apply the filter to students assigned to you and "Everyone" will apply to filter to all students at CCCC. To save your filter, you must include a Filter Name.

• How to send a Survey

To send a student a survey, click on the Survey button within a student profile.

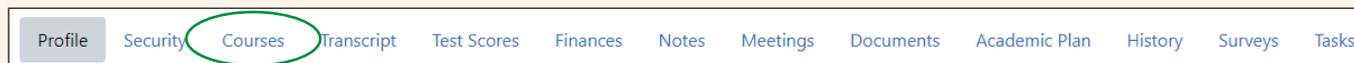


From the resulting screen, select the Blue Send Survey button, select the appropriate survey (most likely the Advisee Survey) and click the Blue Send button. If you are sending the Advisee Survey, be sure to select the Blue Take Survey button and complete the Advisory Appointment Record. Surveys can be sent in bulk by selecting the tri-dot button next to the filter name and choosing Send Survey. Select the appropriate survey and click the Blue Send button.



• Accessing the Courses Tab

To access a student's courses tab, navigate to their profile in Aviso. On the Tab selection bar, click on Courses.



• Creating a Note

To create a Note in Aviso, navigate to a student's profile. Click on the Blue Note Button located above the student's name. In the resulting window, select the appropriate Note Types (multiple types can be chosen per note), add your note in the Note field, and click Save. Your Note will now be visible on the student's Note tab. Reminder: While the Note tab is not visible to students, it is considered a part of their Academic Record. If a student were to request their record, they will have access to your Aviso Notes.



• Sending a Message

Messages can be sent multiple ways in Aviso. A message can be sent to a student from their profile by selecting the Blue Message button above their name.



A bulk message can be sent to a Filter by click the tri-dot button next the filter name and selecting Send Message. Messages can also be sent from the Aviso Message center, found by clicking Messages in the upper blue bar. This area will allow you to send messages to individual students, your caseload, or select filters that you have created.



Need Help? Need more training in Aviso?
ASK SETH!