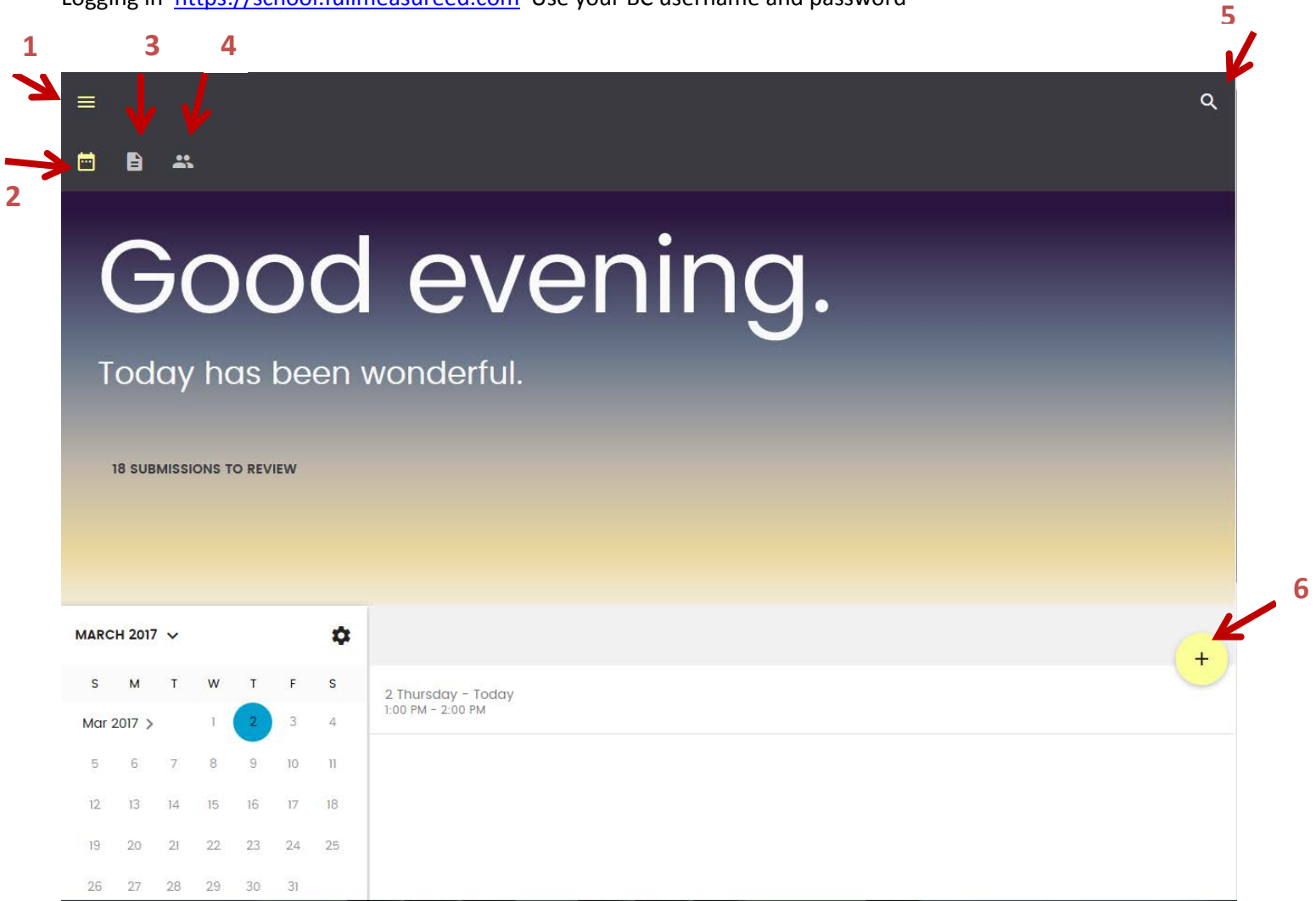


Using Adviser 360

Logging in <https://school.fullmeasured.com> Use your BC username and password



“Landing Page” Icons



1 – Menu , aka hamburger



2 – Calendar



3 – Submissions



4 – Assigned Students




5 – Search



6 – Add

Some screens have additional Icons:

Searching for Students: Start with  – default is last name



Click Advanced Search

← Advanced Search ×

First Name Sasha	Last Name Tarrant	Email
Phone Number	Student ID	

A list of possible matches will appear – select the correct one (not the fullmeasured one). You should see this screen.

1 → [Navigation Bar]

2 → [Student Info Header: Sasha Tarrant, 789007332, 0 Risk factors]

3 → [Personal Education Plan Table]



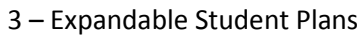



4 → [Appointments Icon]

5 → [Notes Icon]




6 → [Communications Icon]

Personal Education Plan		13% complete
Goal		0%
Career		0%
Program		50%
Funding		0%



Academic Status		GPA: 3.8
Program Education**	Program Level Associate of Arts in Teaching	
Attendance Rate Full-time	Start Term Spring 2017	End Term
Program Credits: 60.0		
0.0	0.0	60.0
		0.0%
		0.0%

-  1 – Student Main Page
-  2 – Expandable Student Info
-  3 – Expandable Student Plans
-  4 – Student's Appointments
-  5 – Notes
-  6 – Communications Sent to Student


 If students have submitted forms or other information this icon will appear at the top.

Creating Appointment Openings: Click on menu  select Appointments. Click on gear icon . Click on 3 dots  to add availability on that day.

Calendar offers the same days every week for appointments. To black out holidays, test days, travel etc. Select



Blackouts, then click on   . Add start and end dates for blackouts.

To schedule an appointment with a student from your calendar:

1. From your calendar click  .
2. Type the student's last name and select from the list.
3. Enter the date (type in, the calendar appears but you can't click on a day).
4. Your availability for that day will automatically appear.
5. Select the start and end times you want (default minimum is 30 minutes).
6. Select a subject and entry notes about topics to discuss on the body.
7. Click **CREATE APPOINTMENT** .


If student has the app, they will receive an appointment request from you. If they do not have the app, they will get an appointment invitation via email.

To schedule an appointment with a student from their information screen:

1. Click on the calendar icon  .
2. Click the add button  .
3. Enter the date (type in, the calendar appears but you can't click on a day).
4. Your availability for that day will automatically appear.
5. Select the start and end times you want (default minimum is 30 minutes).
6. Select a subject and entry notes about topics to discuss on the body.
7. Click **CREATE APPOINTMENT** .

Entering Meeting Notes from a student's page:

Click the notes icon  .

1. Click the add button  .
2. Select "Open Free Form" note type then click create.
3. Type in a title for the note.
4. Type your notes in the body.
5. Click save.

Steps for using FME Communications with Students

- 4 weeks lead time needed in advance of desired message delivery.
- Request communication through Arnold including:
 - precise intent
 - target audience
 - timing
 - wording

Advisor use Tutorials: <https://support.fullmeasureed.com> Click on Knowledge Base

Student Web BC Connect portal <https://brazosport-web.fullmeasureed.com>