USING TECHNOLOGY TO INCREASE YOUR EFFECTIVENESS AS AN ADVISOR

Presented by: Caitlin M. Wetherwax, M.S. Ed.

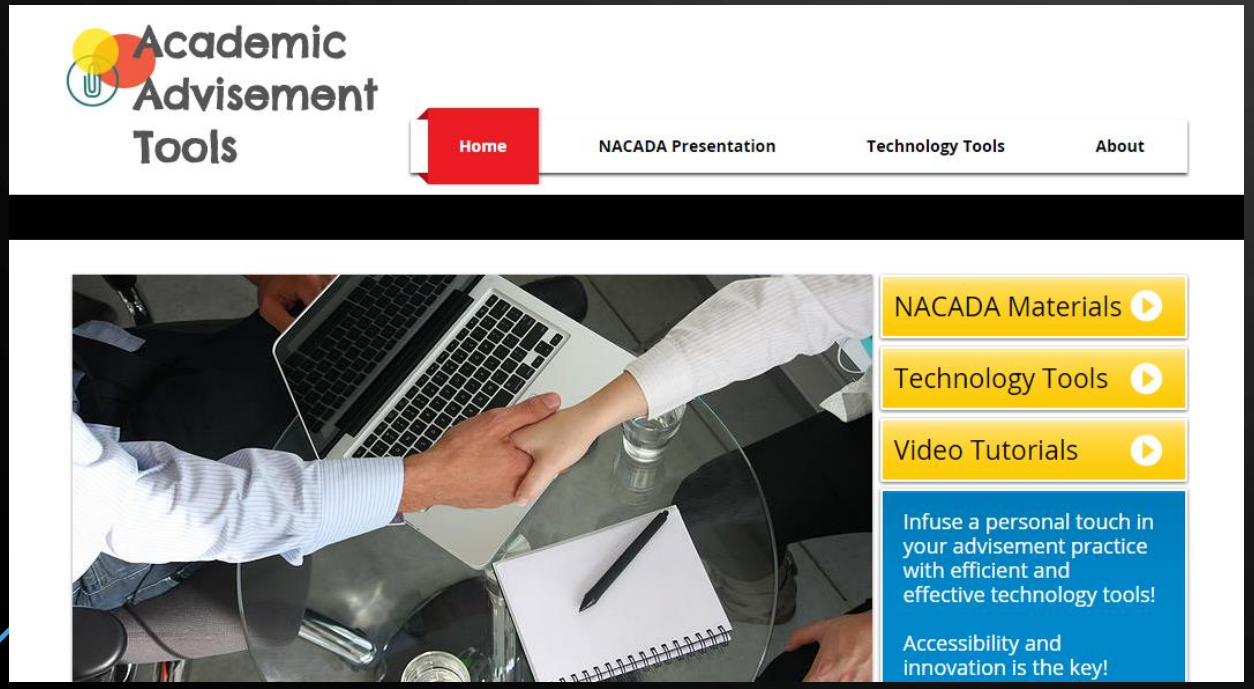
SUNY - Niagara County Community College

02/15/2017

WNY Advising Conference 2017

AGENDA FOR TODAY'S SESSION

1. TODAY'S SESSION IS A PRESENTATION OF FREE TECHNOLOGY TOOLS
2. ALL MATERIALS AND FURTHER TUTORIALS AVAILABLE ON A WEBSITE CREATED BY THE PRESENTER: http://cwetherwax.wixsite.com/advisortech
3. PLEASE LEAVE COMMENTS ON THE MAIN PAGE OF THIS WEBSITE AND I WILL READ OFF SOME OF THEM AT THE END OF THE SESSION.

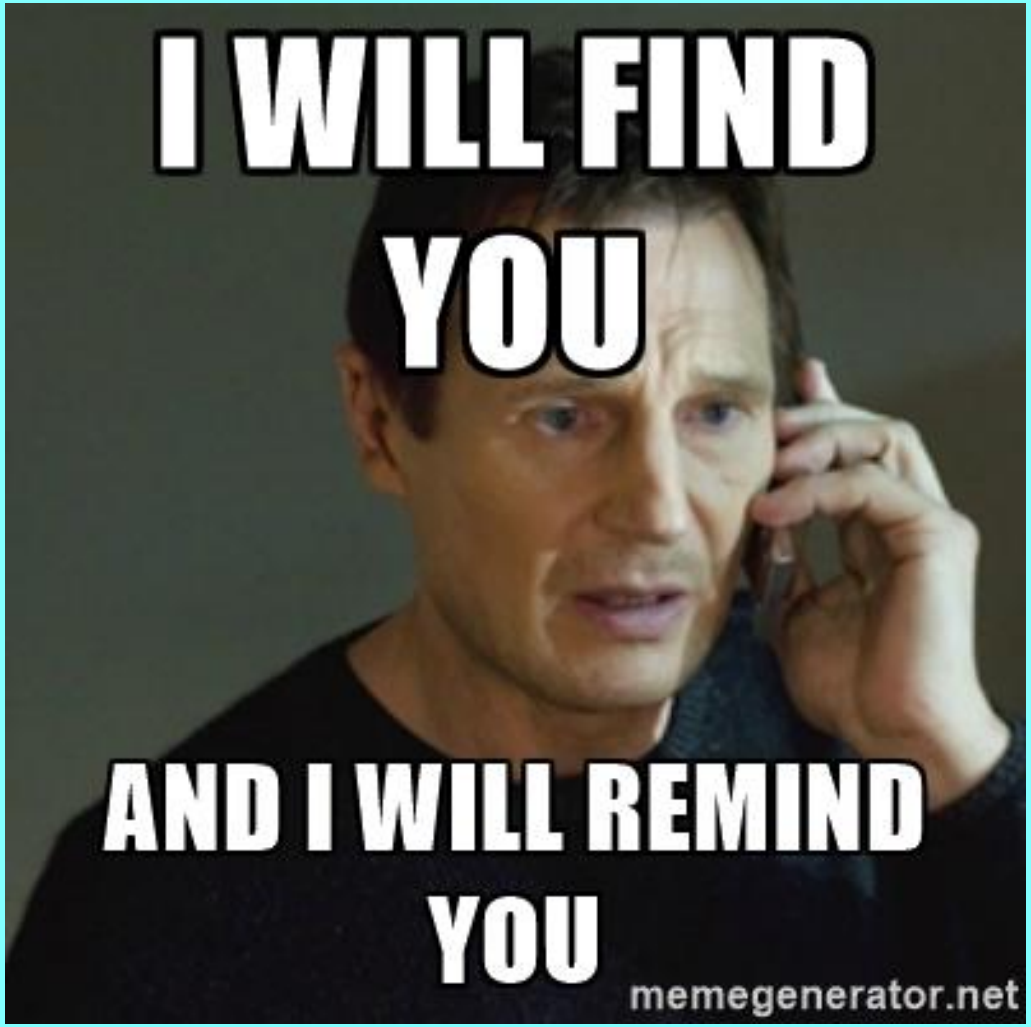


THE RESOURCE HUNT

HOW I GATHERED AND EVALUATED MY RESOURCES:

- EDUCATIONAL TECHNOLOGY AND NEW LITERACIES GRADUATE ADVANCED CERTIFICATE WITH THE UNIVERSITY AT BUFFALO
- CONFERENCES & WEBINARS DESIGNED AROUND DIGITAL LEARNING & RESOURCES (SUNY CIT, WNY BUG, NACADA, ETC…)
- BRAINSHARE WITH THE LMS DESIGNER ON YOUR CAMPUS
- BRAINSHARE WITH THE EDUCATION DEPARTMENT AT YOUR INSTITUTION OR THE INSTRUCTOR OF YOUR DIGITAL LITERACIES COURSE.

REMIND TEXT ALERT SYSTEM



TEXT ALERT SYSTEM ADOPTION

- Originally created for use by K-12 teachers
- Adopted for use with my advisees
- 4 Years ago rolled out “NCCC Text Reminders” to our entire student body
- Currently have 800+ students/faculty/parents following the reminders

FERPA/HELICOPTER PARENT TOOL

- The alerts that go out are not FERPA protected.

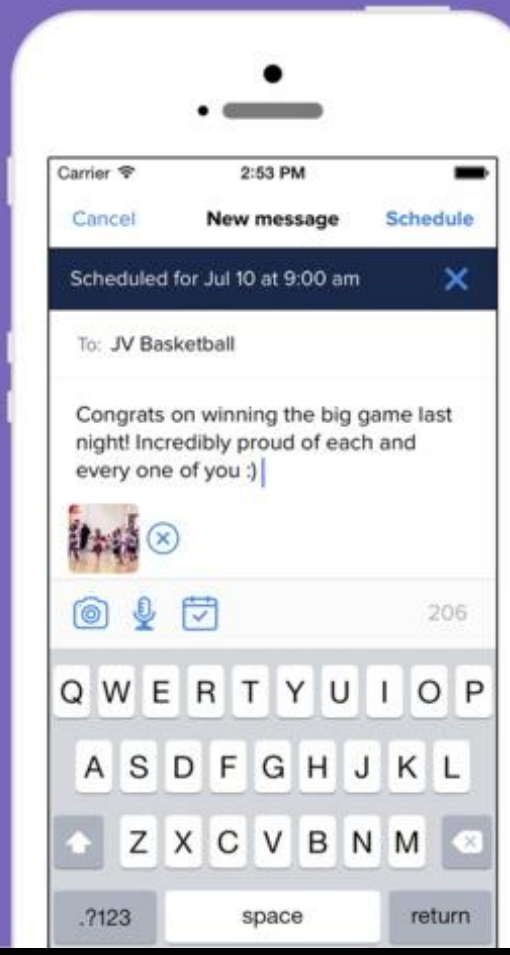
- Thus a student's entire support system (parents, spouses, children, grandparents) can sign up.

- I use it as a tool to give parents something when they feel they are "out of the loop."

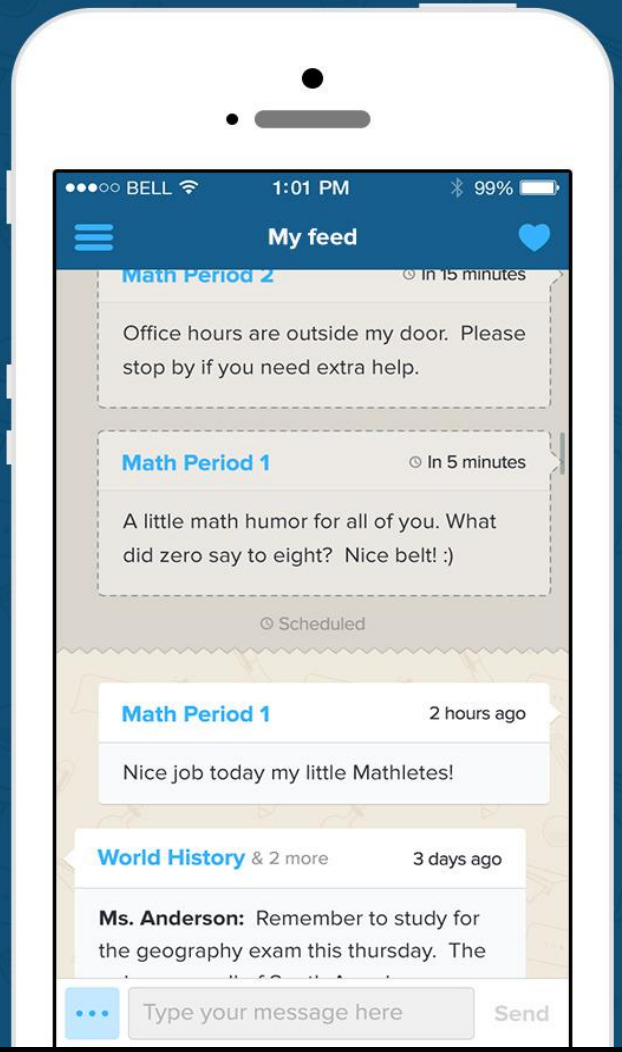
USES

- What is sent out?
  - Registration dates (i.e. withdrawal deadlines)
  - Advisement info (i.e. link to video and tutorial on how to find out who assigned advisor is)
  - Important events (i.e. Job Fair, Grad Fair, Transfer Fair)
  - Misc. Holiday and Vacation Day Alerts

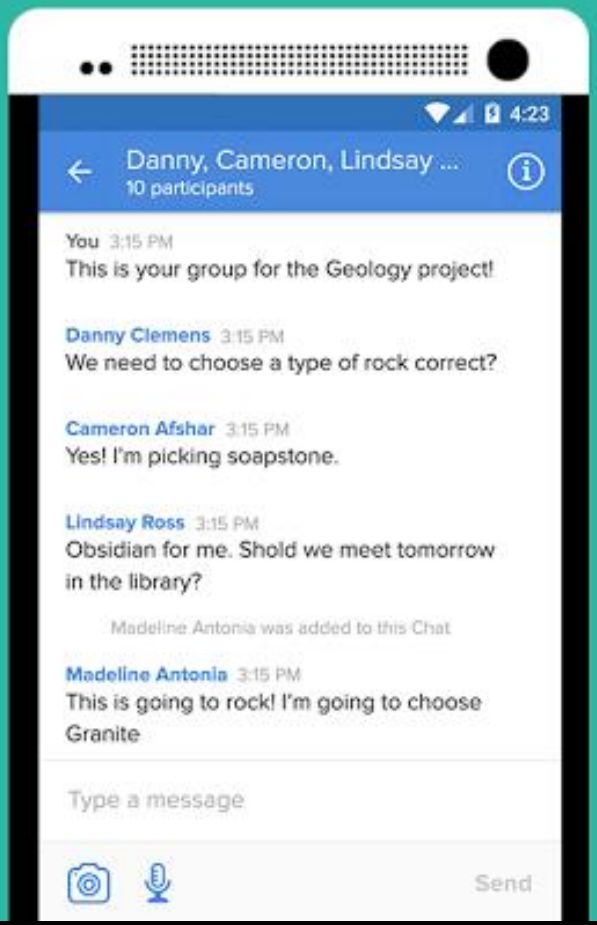
Send or schedule Announcements to your entire class.



Teachers can schedule messages ahead of time.



Start a chat with up to 10 people.



SIGNUPGENIUS SCHEDULER

APPOINTMENT SCHEDULER

- Originally created for use by K-12 teachers & PTA
- Adopted for use with my advisees 3.5 years ago
- 3 Year ago piloted with faculty advisors
- 2 years ago rolled out as option to entire faculty
- 1x Semester maintenance to add appointments
- Our Tutoring Center has purchased the pro version for scheduling one-on-one tutoring appointments.

SUGGESTED SIGNUPGENIUS.COM USES

- Use for scheduling advisement appointments
- Campus tours
- Work study sign ups
- Tutoring hours
- And much more….

SignUpGenius

a compact server

Edit Sign

Spring 2016 Advisement Appointment

1) General Details | Times | 4) Slots | 5) Settings | 6) VIEW LIVE | 7) Invite

My Group: Fall 2015 SD Advisement Sites

Title of Sign Up: Spring 2016 Advisement Appointment

Description (Use this area to provide any instructions or details to your group members.)

Source | Font | Size

Dear advisees,

For many of you this will be your first time meeting with me. Please make sure you come prepared to our meeting with an idea of what courses you would like to take this semester.

Preparation includes having an idea of what **transfer institution and program** you plan on pursuing after NCCC. For some, your **goal after NCCC may be to seek employment**. Let me know this and I can help you prepare for your individual goal.

Please call me at 614-6229 if you are unable to attend any of these appointment times.

Advanced Settings

UPDATE

https://vimeo.com/121921622

Sign Ups

SD

Student Development

Organizing Genius

- Sign Ups
- Groups
- Messages
- Reports
- Pro Tools
- Collect $
- Goodies
- Settings
- Billing
- Logout

Created | Invited To | ★ Favorites | Calendar

Sign Ups I've Created

Search

	College Representative Visits Daemen College Representative V...	02/02/2017 05/02/2017	
	College Representative Visits Niagara University Representati...	02/06/2017 04/18/2017	
	College Representative Visits SUNY Brockport Representative V...	02/07/2017 05/05/2017	
	College Representative Visits UB (SUNY at Buffalo) Representa...	02/08/2017 05/03/2017	
	College Representative Visits Canisius College Representative...	02/09/2017 04/19/2017	

My Page

Personalized Image

Contact Info & Personalized Message

Current Student Advisement 2017-2018

Summer/Fall 2017 Advisement Appointments

Dear advisees,

For many of you this will be your first time meeting with me. Please make sure you come prepared to our meeting with an idea of what courses you would like to take this semester.

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Please call me at 614-6229 if you are unable to attend any of these appointment times.

Your advisor,

Mrs. Caitlin M. Wetherwax, M.S. Ed.

Location: A-131, Student Development

Created by: SD Student Development

Time Slots

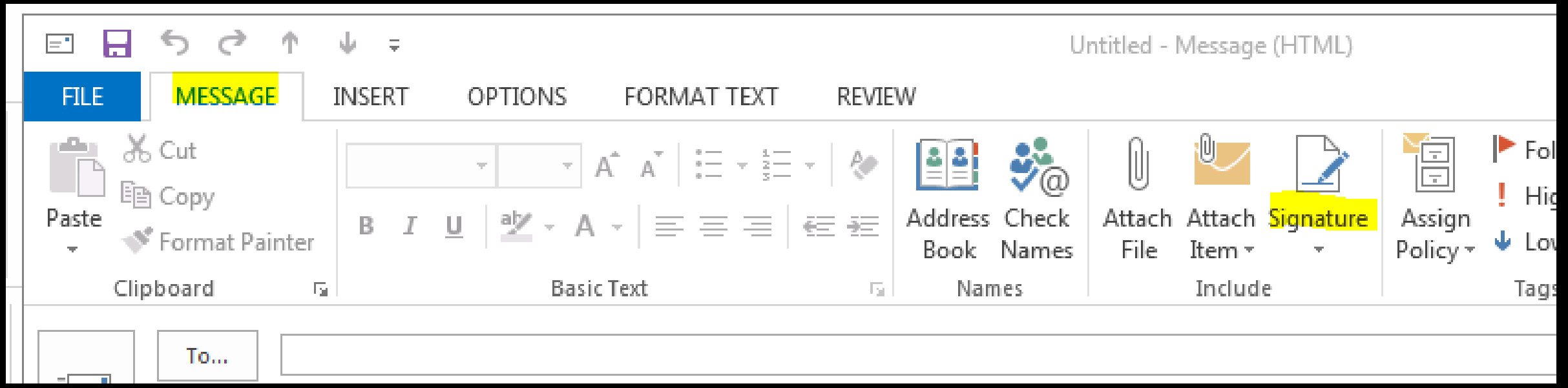
Date (mm/dd/yyyy)	Time (EST)	Available Slot	Calendar View
03/06/2017 (Mon.)	12:00pm - 12:30pm	Academic Advisement Appointment	Sign Up
	12:30pm - 1:00pm	Academic Advisement Appointment	Sign Up
	1:00pm - 1:30pm	Academic Advisement Appointment	Sign Up
	1:30pm - 2:00pm	Academic Advisement	Sign Up

Submit and Sign Up

PERSONALIZED SIGNATURES

E-MAIL SIGNATURES

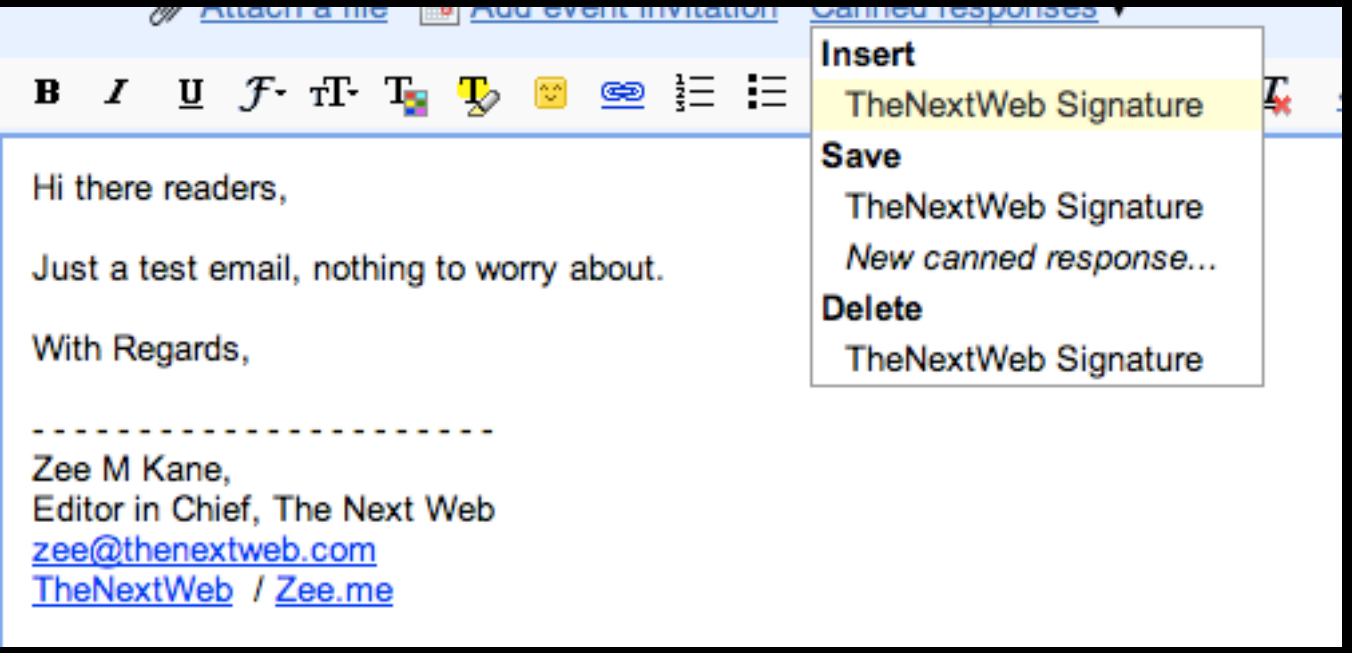
- Create multiple signatures
- Signatures include pre-canned messages that you can later customize
- Save yourself from typing and re-typing the same information
- Add hyperlinks, videos, and pictures


Untitled - Message (HTML)
FILE
MESSAGE
INSERT
OPTIONS
FORMAT TEXT
REVIEW
Paste
Cut
Copy
Format Painter
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Assign Policy
Tags
To...

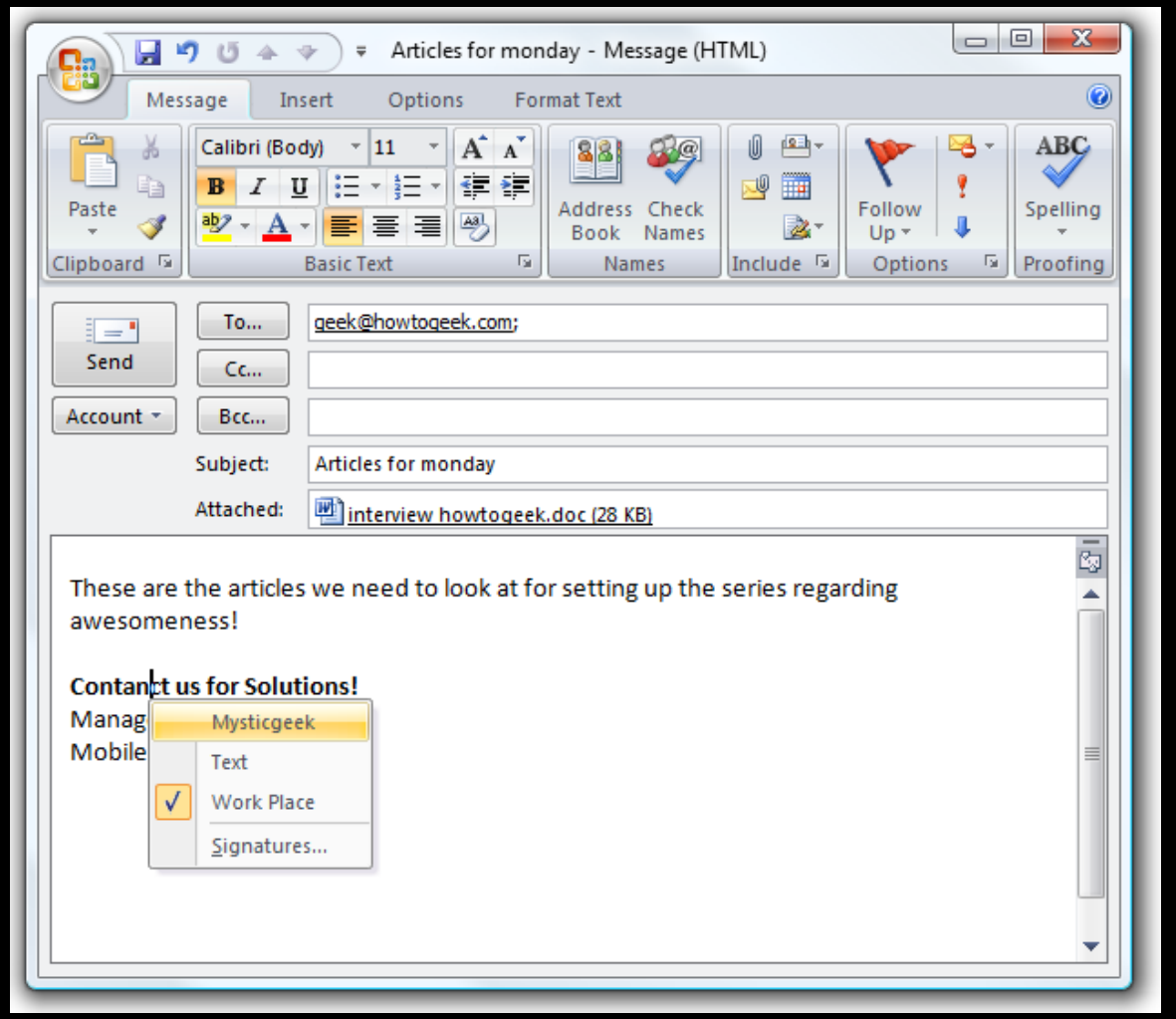
MY USES

- Create separate “canned” e-mails about the following topics:
  - How to complete FAFSA
  - How to sign up for a Placement Test
  - How to complete Online Orientation through Blackboard
  - How to set up Student E-mail to your cellphone
- Great for communication with parents. I can give them generic directions any student could be given (Non-FERPA info).

Gmail



Outlook



MAIL MERGE EVERYTHING!

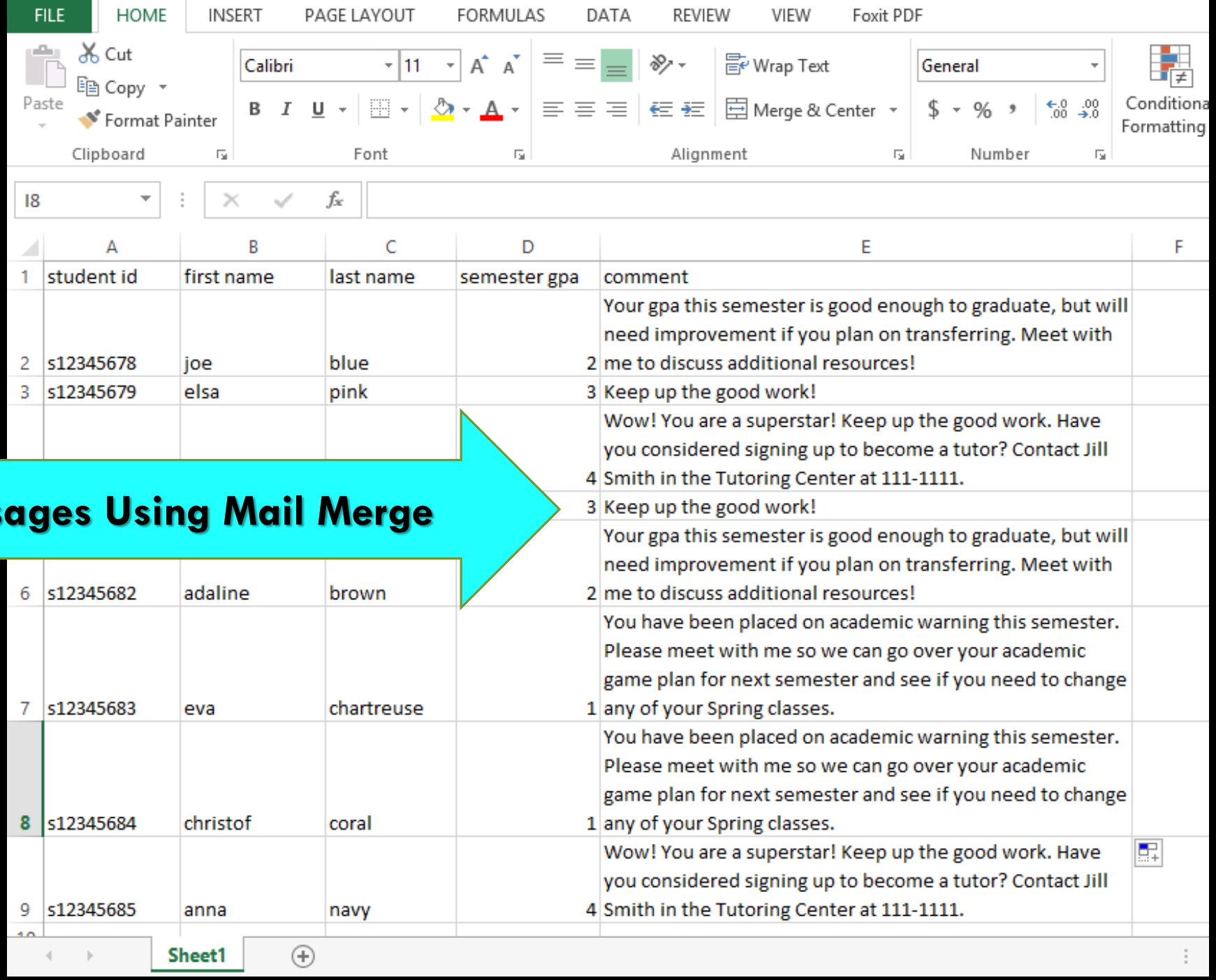
MAIL MERGE

- So, we all have heard or know how to use mail merge….

- Usually for:
  - labels for folders
  - personalized e-mails
  - personalized letters

MAIL MERGE

Personalized Messages Using Mail Merge

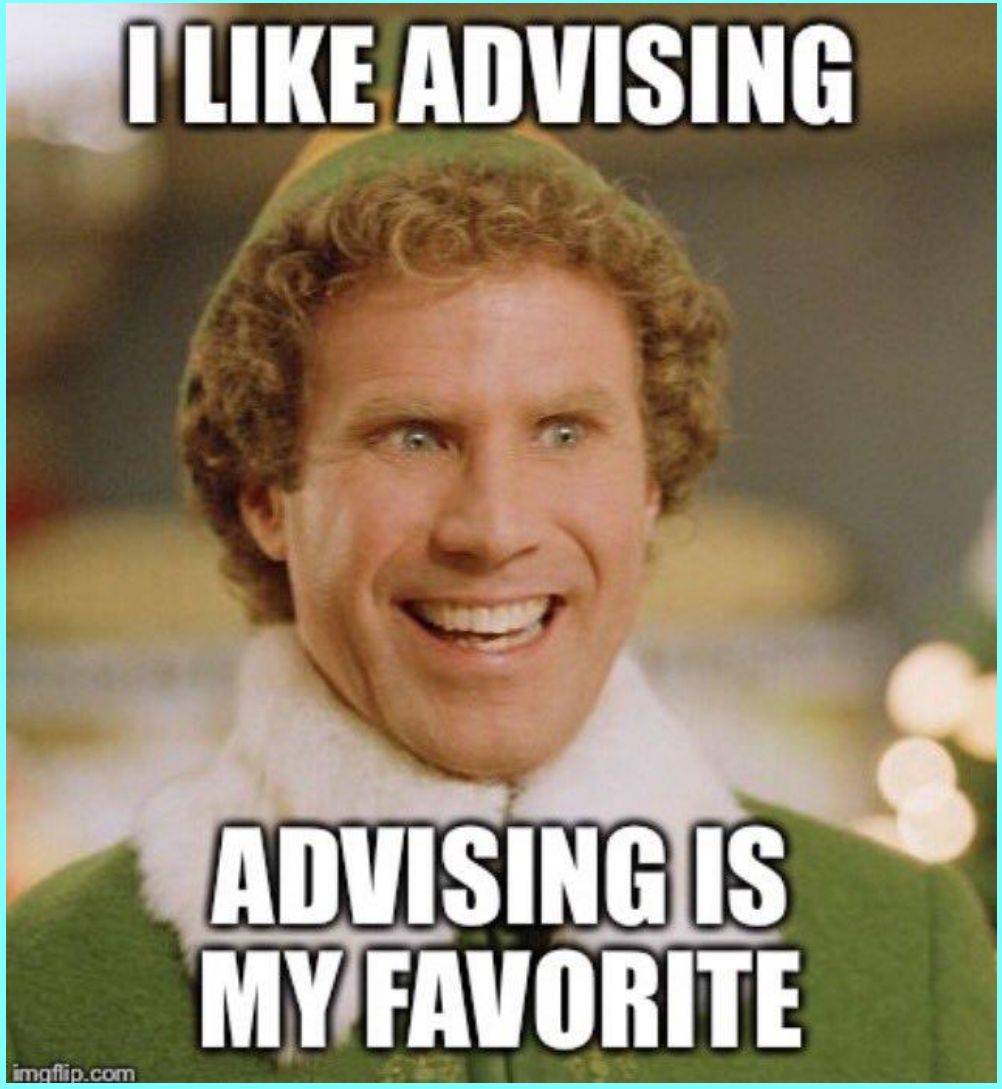


	A	B	C	D	E	F
1	student id	first name	last name	semester gpa	comment	
2	s12345678	joe	blue	2	Your gpa this semester is good enough to graduate, but will need improvement if you plan on transferring. Meet with me to discuss additional resources!	
3	s12345679	elsa	pink	3	Keep up the good work!	
4				4	Wow! You are a superstar! Keep up the good work. Have you considered signing up to become a tutor? Contact Jill Smith in the Tutoring Center at 111-1111.	
5				3	Keep up the good work!	
6	s12345682	adaline	brown	2	Your gpa this semester is good enough to graduate, but will need improvement if you plan on transferring. Meet with me to discuss additional resources!	
7	s12345683	eva	chartreuse	1	You have been placed on academic warning this semester. Please meet with me so we can go over your academic game plan for next semester and see if you need to change any of your Spring classes.	
8	s12345684	christof	coral	1	You have been placed on academic warning this semester. Please meet with me so we can go over your academic game plan for next semester and see if you need to change any of your Spring classes.	
9	s12345685	anna	navy	4	Wow! You are a superstar! Keep up the good work. Have you considered signing up to become a tutor? Contact Jill Smith in the Tutoring Center at 111-1111.	

MAIL MERGE

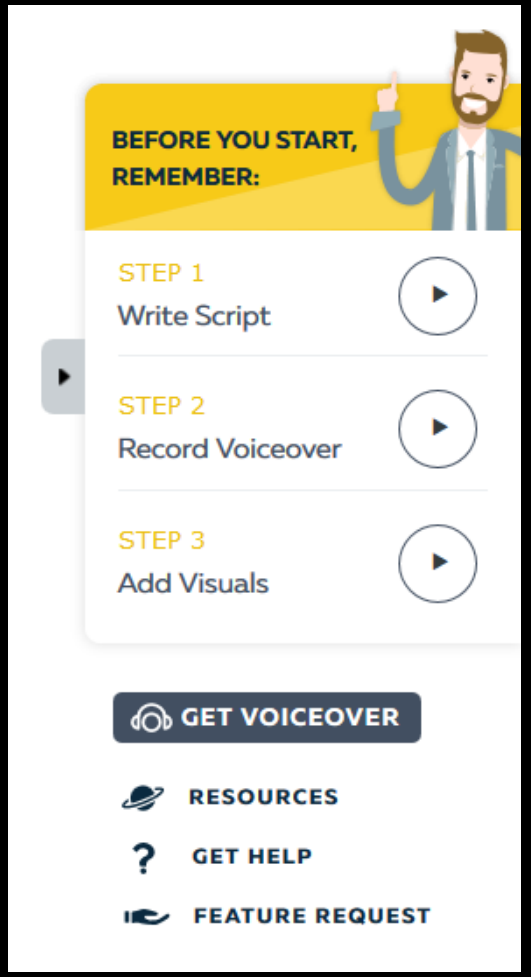
- Has anyone in here utilized an additional column and created personalized messaged based upon gpa, registration date, eligibility for program, degree progress, etc…?
- Are there any unique ways out there that you utilize mail merge that is not commonplace?

ANIMATED TUTORIAL SOFTWARE

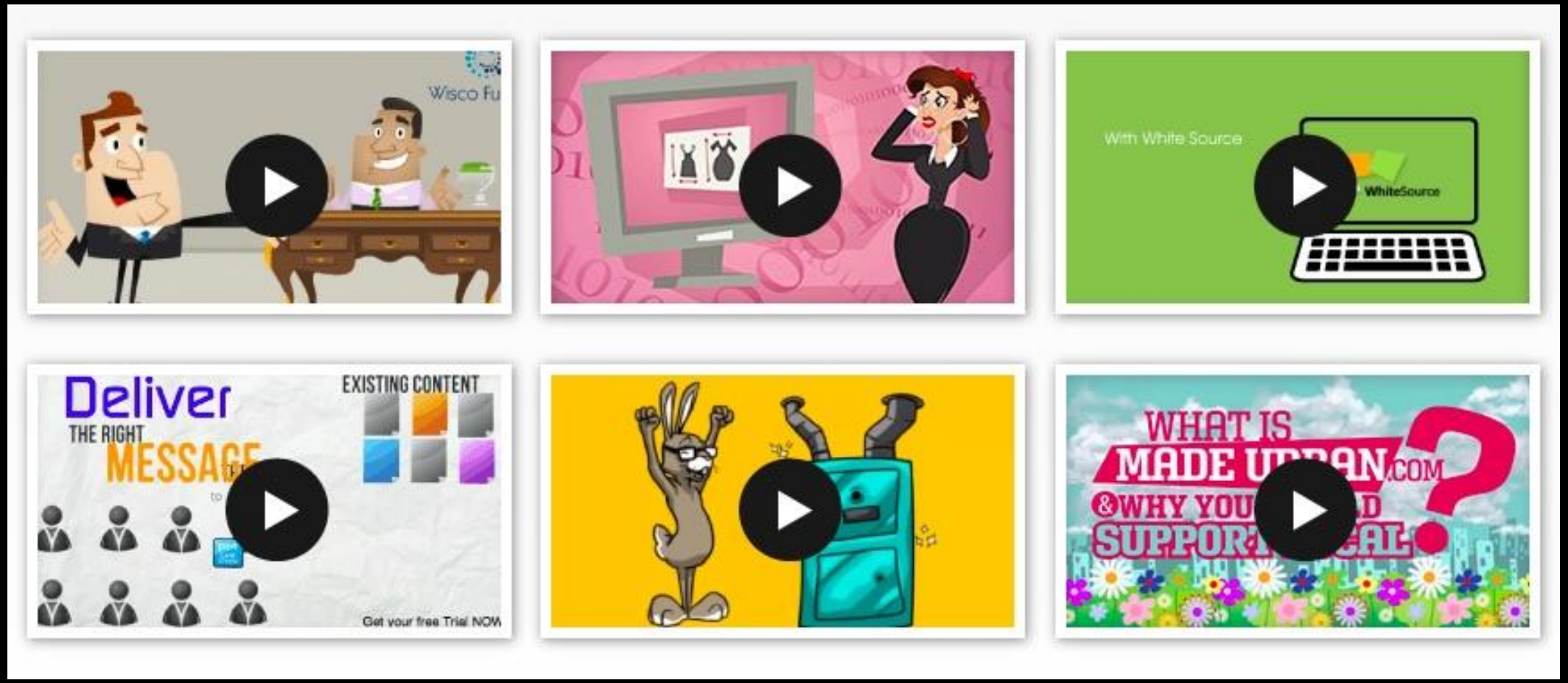


POWTOON.COM TUTORIAL VIDEOS

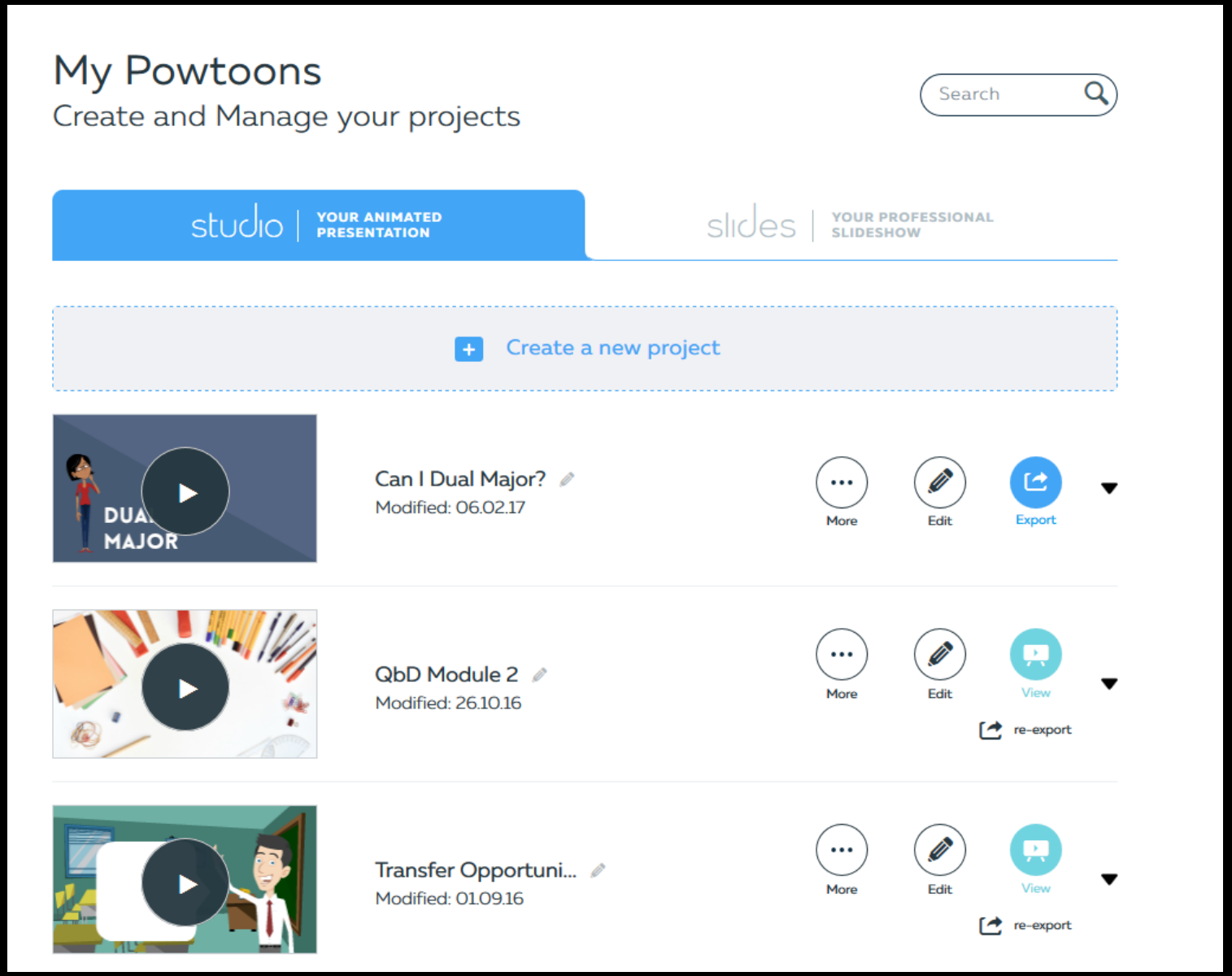
- PowToon is a company which sells cloud-based software for creating animated presentations and animated explainer videos
- Fun, free and easy software
- Easy interface
- Upload to YouTube
- Can choose to spend $1.00/mo for Educational License which provides more graphics sets



Variety of Graphics Sets on PowToon

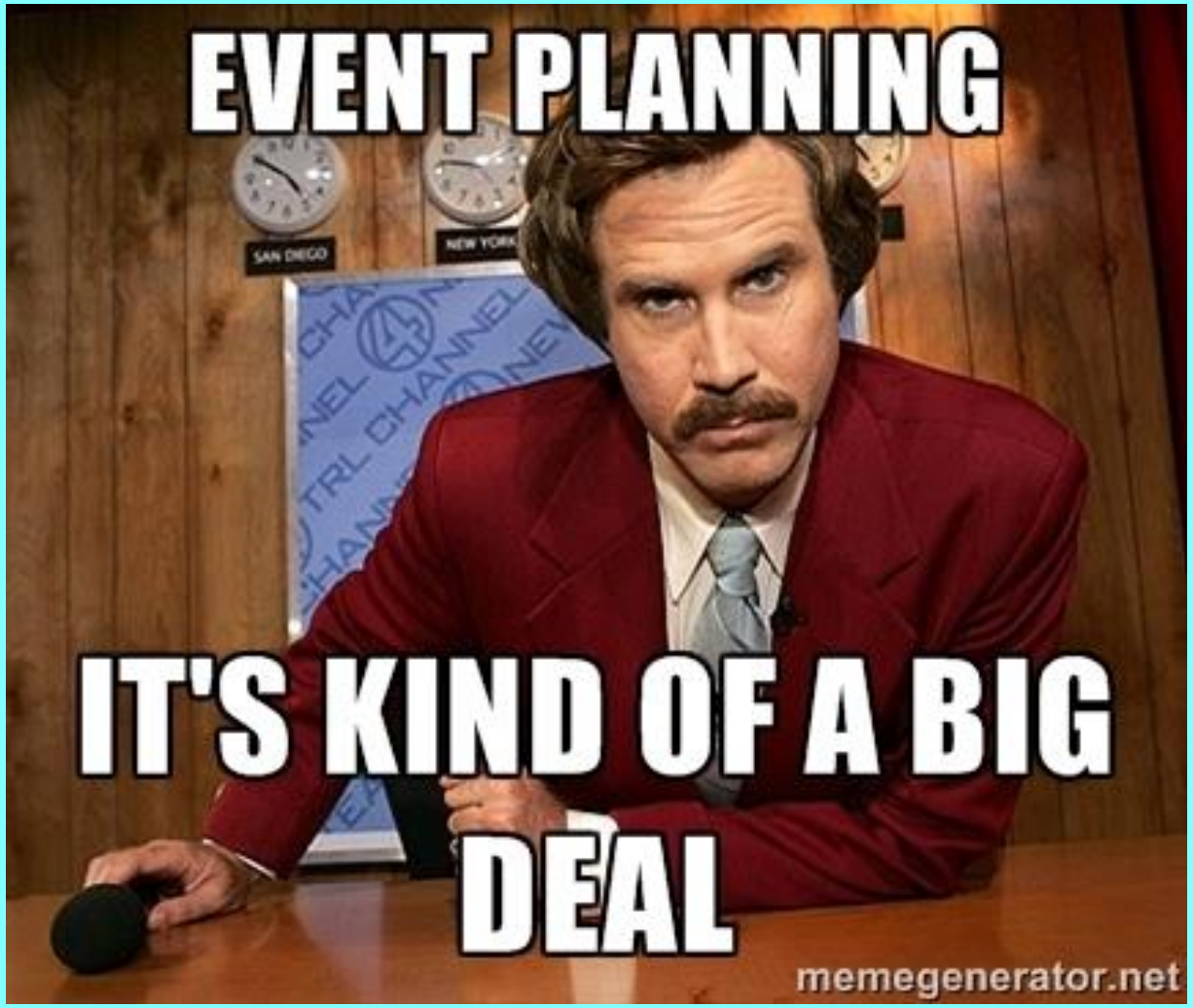


Used to Create Homegrown Online Orientation Series



JOTFORM

(A GOOGLE FORM ALTERNATIVE)



JOTFORM

- A form builder that helps you create & publish online forms anywhere, anytime without writing a single line of code.
- Free without ads!
- Use for surveys, forms, events, & information requests
- Sends auto-confirmation to users and hosts
- Can pay for a subscription to receive more than 50 submissions a month.

Create Form

Sort | Search

My Forms

- Employment
- Special Events
- Testing Center Forms
- Unschedule Workshops
- WNY ACE WOMENS

Create New Folder

Favorites

Archive

Trash

1 **Sanborn Testing (Sat)**
2 Submissions. Modified by **You** on Oct 02, 2015.

8 **Sanborn Testing (M-F)** Testing Center ...
9 Submissions. Modified by **You** on Sep 30, 2015.

2 **NFCI - Testing Appointments** Testing Center ...
2 Submissions. Modified by **You** on Sep 30, 2015.

Allied Health Workshops Unschedule W...
3 Submissions. Modified on Sep 22, 2015.

Workshop Registration Form
0 Submission. Modified on Sep 10, 2015.

80 **Fast Track Thursday - 8/20/15 & 8/27/15**
85 Submissions. Modified on Aug 26, 2015.

522 **2015 NCCC Summer Orientation, August 27th 2015**
529 Submissions. Modified on Aug 19, 2015.

73 **Ready Set Register Fall 2015**
95 Submissions. Modified on Aug 07, 2015.

19 **NCCC AT Boot Camp** Special Events
28 Submissions. Modified on Aug 07, 2015.

17 **Fast Track Thursday - 7/23/15**

Personalized Image

Custom Font, Color, Theme

Various Options for Response

Various Options for Response

Intended High Demand Majors Survey

Are you seeking entry into one of NCCC's High Demand Majors?

Demographic Data

Name — First Name — Last Name

E-mail

Date of Birth (DOB) — Month - Day - Year

Phone Number — Area Code - Phone Number

Goal Major(s)

1st Major Choice

2nd Major Choice

If your first choice is unavailable or if you are considering 2 options.

Submit

THANK YOU FOR BEING A GREAT ONE!

Contact: Caitlin M. Wetherwax, M.S. Ed.

Niagara County Community College

cwetherwax@niagaracc.suny.edu – 716-614-6229

http://cwetherwax.wixsite.com/advisortech