Effectively Utilizing LoboAchieve in Academic Advisement

Finding Advisors & Scheduling Appointments
1. “Search Services”
2. “Members”
3. “Schedule Appointment”
   ▪ “Week” – Finds availability for all advisors

Searching for Students
- “Students” tab
  ▪ Options: “My Students” or “Tracking”
- “My Students”
  ▪ Search for only specific student populations
  ▪ Add Flags, Referrals, To-Dos, Kudos, Success Plans
  ▪ Send Message, add Notes
  ▪ Download search results
- “Tracking”
  ▪ Search for students with Flags, Referrals, Kudos, and To-Dos
  ▪ Resolve Flags
  ▪ “Comments” - Send message to student and instructor
- “Add Filters”
  ▪ Search for specific student populations
  ▪ Tracking Item – Specifies Flags, Referrals, Kudos, and To-Dos
    ▪ “Tracking Type” is where you find your flags
  ▪ Attributes – Specifies the parameters you want to search
    ▪ Check for spacing at the beginning of the search parameter.
    ▪ If there is one space in the beginning, your search won’t work

Sending Messages
- “My Students” – ‘Note’ is the tab to use to send messages to students.
  ▪ Make sure to check “Send copy of note to student”
- “Tracking” – ‘Comment’ is the tab to use to send messages to students
  ▪ Make sure to check “Send copy of note to student”
  ▪ You can also send a copy to the Instructor who flagged the student

Working with Probation through LoboAchieve
- UCAC sends all important messages through “Notes”
- If student hasn’t signed a contract, we send them a message to see an advisor
- You can search for probation students with specific majors and whether or not they’re enrolled.
- How to Search for Probation Students
  ▪ Under “Cohorts & Relationships”
    ▪ Term – Fall 2014
    ▪ Connection – UAC Advisor
  ▪ Under “Attributes”
    1. PROGRAM - BA-UNDC-UC : Bachelor Undecided
    2. ACADEMIC STANDING - BLANK
    3. REGISTERED HOURS – BLANK