

Delivering a Better Student Schedule Planning
and Registration Experience
with VSB

Training Manual



The Advisor Experience

Advisors play a key role in student success. At VSB we aim to support the role of advisors with a set of tools that will free them to focus their advising sessions on learning, career development, and advancement, instead of the clerical task of planning schedules. We named the module that contains the function and features we developed for advisors the Advising Advantage.

Advisors benefit from the same intuitive VSB user experience offered to students, with the addition of a few features, to ensure a working environment common to both, and minimizes potential knowledge gaps between advisors and students. As such, the Student Experience presented in the previous section also applies to advisors.

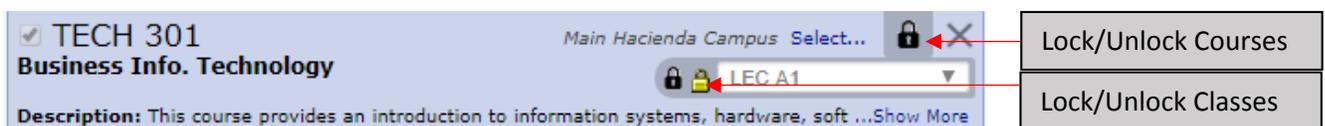
In VSB, advisors have the general ability to make course and/or class recommendations to students. With granular control over how restrictive the recommendation, advisors can offer a guiding hand, a nudge, or a push in a specific academic direction. Used at different academic levels, an advisor can, for example, use VSB to force Freshmen into a set of courses and/or specific schedules while making strong or more liberal suggestions to upper-level students.

Advisors can also monitor how students plan and if they access their recommendations. In this way VSB offers a basic early alert mechanism; students that are not planning or accessing their recommendations could be at risk.

This section focuses on the mechanism offered to advisors which includes:

- Advising a student
- Smart Recommendation

In both cases, advisors have the ability to lock/unlock courses and classes; a locked course will force a student into that course while allowing the student to navigate his or her preferred classes. A locked class will force the student into that specific course/class combination. This can be used, as an example, for class sections with reserved seating:



Advising a student

An advisor can act on behalf of a student by using the “Advise a Student” feature of the Advising Advantage module.	By simply entering a student ID the advisor has direct access to the students’ view:
<p>The screenshot shows the VSB interface with the user 'Paul Acosta'. The 'Advise a Student...' option is highlighted in the navigation menu. A green 'Sign Out' button is visible at the bottom.</p>	<p>The screenshot shows the VSB interface with the user 'Paul Acosta'. A student ID 'AA0012' is entered in a text field. There are 'Start Advising' and 'Cancel' buttons. A green 'Sign Out' button is visible at the bottom.</p>

Once an advisor is working on behalf of a student, it is clearly indicated. It is also easy for an advisor to switch to a different student and to stop advising:



VSb Analytics

VSb Settings

Advising for: Sandra D Kim (AA0012)

Switch Student

Stop Advising

Sign Out

The student planning and enrollment status is immediately visible to the advisor and all work saved by the advisor will be saved on behalf of the student. VSB can be configured to enable the ability for an advisor to enroll students. In the screen shot below Paul Acosta, the advisor, is looking at the current enrollment status of Sandra Kim, the advisee.

Visual Schedule Builder - Paul Acosta advising for Sandra D Kim (AA0012)

SELECT COURSES | Term: 2017 Fall

Composes: All (2) Select...

Select Course (Course Number Title Instructor) Select

- ✓ **COMM 320** *Enrolled* Main Hacienda Campus Select... Stay enrolled in LEC A
- ✓ **COMM 212** *Enrolled* Main Hacienda Campus Select... Stay enrolled in LEC T

RESULTS | Sort preference: None

Generated Results | 1 of 1

	Mon Sep 11	Tue Sep 12	Wed Sep 13	Thu Sep 14	Fri Sep 15
8:00					
9:00	COMM 215 LEC				
10:00					
11:00			COMM 215 LEC		
12:00					COMM 212 LEC
1:00					
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					

Total Credits: 7.0

1253 1292

The student you are advising must use these Class Numbers to get the schedule shown.

At this point, the advisor can add courses and navigate to an optimal schedule for the advisee, locking/unlocking courses and/or classes as desired to guide the student towards an academic pathway:

Visual Schedule Builder - Paul Acosta advising for Sandra D Kim (AA0012)

SELECT COURSES | Term: 2017 Fall

Composes: All (2) Select...

Select Course (Course Number Title Instructor) Select

- ✓ **COMM 320** *Enrolled* Main Hacienda Campus Select... Stay enrolled in LEC A
- ✓ **COMM 212** *Enrolled* Main Hacienda Campus Select... Stay enrolled in LEC T
- ✓ **AHSC 232** *Enrolled* Walnut Creek Campus Select... Try all classes (1)
- ✓ **COMM 215** *Enrolled* Main Hacienda Campus Select... Try all classes (8)

RESULTS | Sort preference: None

Generated Results | 1 of 7

	Mon Sep 11	Tue Sep 12	Wed Sep 13	Thu Sep 14	Fri Sep 15
8:00					
9:00	COMM 215 LEC				
10:00					
11:00	COMM 215 LEC		COMM 215 LEC		
12:00					COMM 212 LEC
1:00			AHSC 232 LEC		
2:00					
3:00					
4:00					
5:00					
6:00					
7:00					
8:00					

Total Credits: 12.0

1253 1292 1310 1294

The student you are advising must use these Class Numbers to get the schedule shown.

The advisor can also save the result as a favorite in the student view, naming that favorite so it clearly states its origin.

When advisees login they can easily access the favorite(s) saved on their behalf:

The student/advisee can then accept the suggestion “as is” or navigate to an alternate schedule, within the confine of any locking mechanism, that, perhaps, better fits their personal constraints, and proceed through the registration process as described in the Student Experience section.

Smart Recommendation

The Smart Recommendation feature provides the ability to make recommendations to a single student or a group of students at once, with greater control over how students must proceed through the schedule planning and registration process. The goal of the Smart Recommendation feature is to offer advisors the ability to guide students through the course selection and schedule planning process efficiently. Advising sessions can then focus on more critical issues than schedule planning.

Using the same user experience offered to students, with the addition of the course/class locking mechanism, advisors can plan course sets and/or schedules they want to recommend to various student

profiles. For example, an advisor may want to make the following course/class recommendation to a group of sophomores seeking a commerce degree:

The screenshot shows a 'SELECT COURSES' interface for the 2018 Spring term. It lists four courses with callouts explaining their status:

- COMM 212 BUSINESS COMMERCE:** Callout: Course: Recommendation (unlock). The course is checked, has a lock icon, and a red 'X' icon.
- COMM 215 BUSINESS STATISTICS:** Callout: Course: Mandatory (locked). The course is checked, has a lock icon, and a red 'X' icon.
- COMM 217 FINANCIAL ACCOUNTING:** Callout: Class: Recommendation (pinned). The course is checked, has a lock icon, a red pin icon, and a dropdown menu showing 'LEC D'.
- COMM 220 ANALYSIS OF MARKETS:** Callout: Class: Mandatory (locked). The course is checked, has a lock icon, a yellow padlock icon, and a dropdown menu showing 'LEC B'.

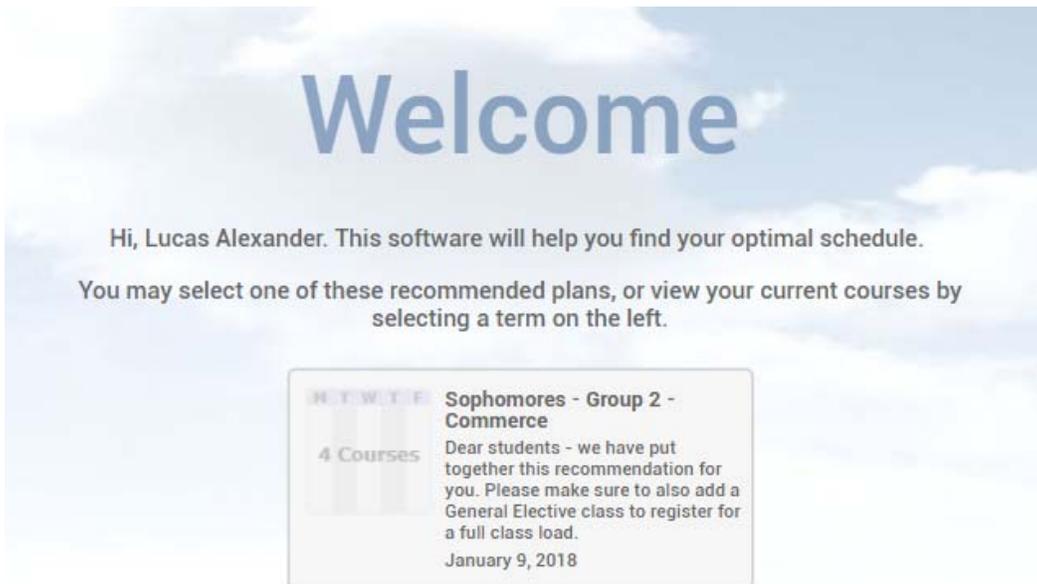
Students receiving this recommendation will have the option to take COMM 212 or not, will have no choice but to take COMM 215 however they can choose their class section, they will have the option to take COMM 217 or not, in class section D or other, and will have no choice but to take COMM 220 in class section B.

Advisors will complete the process of saving and sending their recommendations in the Recommendation panel only available to users with appropriate access:

The screenshot shows a 'Create Recommendation' form with the following fields and callouts:

- From:** AA0002
- To:** A list of students with checkboxes: AA0042, AA0012, Rod, Bruce, David, Paul, Mwinchande, Sue, Geraldine. Callout: **Selecting students/groups**
- Title:** Sophomores - Group 2 - Commerce. Callout: **Naming recommendation**
- Message:** Dear students - we have put together this recommendation for you. Please make sure to also add a General Elective class to register for a full class load. Callout: **Message to students**
- Navigation options:** Compulsory, Permit additional courses. Callout: **Navigation options**
- Tags:** An empty text input field. Callout: **Tags for easy search**
- Groups:** An empty text input field. Callout: **Group access option**
- Buttons:** Select All, Remove, Splice to New, Save, Duplicate, Cancel.

Once a recommendation is saved, all selected students will receive the recommendation in the form of an icon in their VSB Welcome page upon login:



All the student has to do at this point is click on the icon to view the recommendation and proceed with course/schedule planning within the confine of the recommendation.