An Appointment Campaign is an important feature that allows staff members to reach out to specific populations of students to encourage them to schedule appointments. This functionality is commonly used when you have identified a population of students in need of additional support, and you are sending them a request to schedule an appointment with you.

Targeted advising campaigns enable advisors to operationalize a proactive approach to advising students by directing outreach to specific populations of students in need of supplemental attention. By putting a special focus on the students who they can help the most or with actionable next steps, advisors are able to maximize the overall impacts of their efforts.

### Time to Launch Your Campaign

Campaigns can also be located as a Quick Link on the Home page.
1. Campaign Name: Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns, but not visible to the student. Make sure that you adhere to naming policy, otherwise other users will not be able to evaluate the impact of your campaigns. (Purpose of Campaign_DEPARTMENT_Term Info email Nimol.hen@ucdenver.edu for exact naming conventions).

2. Care Unit: Select the Care Unit to host the Appointment Campaign.

3. Location: Select the location of where the appointment(s) will be held.

4. Service: Select the Student Service that will be associated with the campaign. This will appear in the default student message and summary report.

5. Begin and End Date: These are the dates that you want students to start and stop making appointments for the campaign.

6. Appointment Limit: This will determine how many appointments you wish for the student to schedule during the campaign.

7. Appointment Length: This is where you define exactly how long the appointment will be. Durations begin at a 5 minute length and will be determined by your configuration.

8. Slots per Time: Appointments can be individual or group. By adding more than one "slot per time", you can have a group appointment.
After entering the details on the Define Campaign page, click **Continue**.

You have several ways to search for and select your students.

- **Invite All My Assigned Students**: Adds all students assigned to you to the campaign.
- **Advanced Search**: Use the Advanced Search filters to find and select students. After starting the search, you will be presented with a list of students. Select the students you wish to add and then choose “Add Selected Users” and “Search for More” from the actions menu.
You will see your search criteria listed at the top of your search results. Add all students from your search to your campaign or select certain students from the group.

Once finished, click Continue to move to the next page. You will be asked to review the students in the campaign. If these are correct, click Continue.
You can also remove students from the campaign. For example, if you met with one of the students already and do not need them to come in again during the campaign period, they can be removed.
You will need to select yourself as staff for the campaign. You may also have the option to select additional staff to make them available for appointments based on the campaign.

If you do not plan to dedicate specific time towards the campaign, you can use appointment availability by clicking the indicator in the top-right corner.

NOTE: Staff will need to have availability defined before they can be added to an appointment campaign. If you do not see staff you expected to have availability, make sure their calendars and availability are up-to-date.
Review the Message to the Students
Composing Your Message

EA_potential of failing_BIOL_Spring 2019

Compose Your Message

{student_first_name}, Schedule an Academic Advising appointment

Please schedule your Academic Advising appointment.
Hello {student_first_name}:
Please schedule an appointment for General Advising at Biology Advising. To do so, please click the following link, select a time that works with your schedule, and click Save. You will receive an email confirming the appointment time and details.

{schedule_link}
Thank you!

Your next step is to compose the message that you will send to students. This invitation to schedule an appointment through the campaign will appear in a preview below the message and include information about how to use merge tags. DO NOT REMOVE THE SCHEDULE LINK FROM THE EMAIL BODY.
You can include specific instructions to students who schedule an appointment through the link here. This is a good place to remind students to check for the confirmation email.

Comments are not required, so you can also add instructions regarding the information you want students to supply.

Once you have finished reviewing what the student receives, select Continue.
Once you have finished your message, your campaign is ready to begin. Take time to review the summary of information here.

<table>
<thead>
<tr>
<th>Care Unit</th>
<th>Academic Advising</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Biology Advising</td>
</tr>
<tr>
<td>Service</td>
<td>General Advising</td>
</tr>
<tr>
<td>Start Date</td>
<td>03/05/2019</td>
</tr>
<tr>
<td>Appt Length</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Appt Limit</td>
<td>1</td>
</tr>
<tr>
<td>End Date</td>
<td>03/19/2019</td>
</tr>
<tr>
<td>Slots Per Time</td>
<td>1</td>
</tr>
<tr>
<td>Organizer Attendee Reminders</td>
<td>E-mail, SMS</td>
</tr>
<tr>
<td>Non Organizer Attendee Reminders</td>
<td>E-mail, SMS</td>
</tr>
<tr>
<td>Subject</td>
<td>($student_first_name), Schedule an Academic Advising appointment</td>
</tr>
<tr>
<td>Email Preview</td>
<td>View</td>
</tr>
<tr>
<td>Invites</td>
<td>View All (292)</td>
</tr>
<tr>
<td>Included organizers</td>
<td>View All (1)</td>
</tr>
</tbody>
</table>

< Back  Send  Save and Exit
What Students See (if they have access to Navigate)

Upon Log in

Student Home

Melissa, please respond to the following appointment request(s):
- Jamie Carrington would like you to create an appointment by Monday, April 08, 2019.

Schedule This Appointment

Class Information

<table>
<thead>
<tr>
<th>CLASS NAME</th>
<th>PROFESSOR</th>
<th>DAYS/TIMES</th>
<th>MID</th>
<th>FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL-2051-003 General Biology I</td>
<td>Christopher Miller</td>
<td>MW 12:30p-1:45p North Classroom Building-3207</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL-2071-008 General Biology Lab I</td>
<td></td>
<td>R 11:00a-11:45p Science Building-2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM-2031-002 General Chemistry I</td>
<td>Priscilla Crocker</td>
<td>TR 9:30a-10:45a North Classroom Building-1130</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM-2038-001 General Chemistry Lab I</td>
<td>Lisa Spears</td>
<td>M 8:00a-9:15a Science Building-3109</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL-2020-H02 Core Composition II</td>
<td>Pete Ellington</td>
<td>T 11:00a-12:15p North Classroom Building-3010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Many students forget to select the schedule button so the appointment is not scheduled. They do not receive a confirmation email.
On the Appointment Campaigns tab, you will see three at-a-glance statistics if the campaign is active: Appts. Made, Reports Created, and Attend. Rate.

- **Appts. Made:** The percentage of appointments scheduled by students on the outreach list
- **Reports Created:** Of the appointments scheduled, percentage of advising summary reports filed for those appointments
- **Attend. Rate:** Of the appointments scheduled and summary reports filed, percentage of students marked as having attended the appointment

You can also make updates:

- **Edit Campaign Details:** With this option, you can edit anything about the appointment campaign. When those changes have been saved, they will automatically apply to all students who still are required to make an appointment. Students who have already created their appointment(s) will not be affected by the changes. You can also add new students.
- **Delete This Campaign:** You can use this option to delete an existing campaign. However, deleting this campaign will NOT remove any student appointments that have already been scheduled.
- **Export Student List:** You can use this option to export the list of students included in this campaign as a CSV file.
Select your Campaign

Appointment Campaigns › EA potential of failing_BIOL_Spring 2019

03/01/2019 - 04/08/2019

All Appointments Made: Lists all the appointments that have been made. If students are allowed to make multiple appointments, you will see their names for each appointment made from the campaign link.

Some Appointments Made: Lists who has made at least one appointment and, if applicable, how many remaining appointments a student can make.

No Appointments Made: Lists students who have not made an appointment yet with the campaign link.

Reports Created: Displays report summaries for all associated appointments.

Eligible Appointments: If students in the campaign make appointments outside of the campaign link, you can view them here to link the appropriate meetings with the campaign.
If students do not respond to the initial request or if you need to meet with a student again, you can resend the request by selecting the actions button on the Some or No Appointments Made tabs.
## Editing the Campaign

**Appointment Campaigns**  ➤  **EA potential of failing_BIOL_Spring 2019**

<table>
<thead>
<tr>
<th>INDEX</th>
<th>APPT DATE</th>
<th>APPT TIME</th>
<th>STUDENT</th>
<th>STUDENT ATTENDED</th>
<th>AT- Risk?</th>
<th>APPT CREATED ON</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>03/11/2019</td>
<td>9:00a-9:30a</td>
<td>G. Larson, Billie, Shirley</td>
<td>No</td>
<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
</tr>
<tr>
<td>17</td>
<td>03/13/2019</td>
<td>9:30a-10:00a</td>
<td>Banegas Ortiz, Karitha</td>
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<td>03/11/2019</td>
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</tr>
<tr>
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<td>03/13/2019</td>
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<td>03/11/2019</td>
<td>View Details</td>
</tr>
<tr>
<td>19</td>
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<td>Podrasko, Kristina</td>
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<td>No</td>
<td>03/11/2019</td>
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<tr>
<td>20</td>
<td>03/14/2019</td>
<td>8:00a-8:30a</td>
<td>Person, Quinn</td>
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<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
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<tr>
<td>21</td>
<td>03/14/2019</td>
<td>8:30a-9:00a</td>
<td>Patel, Manish</td>
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<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
</tr>
<tr>
<td>22</td>
<td>03/14/2019</td>
<td>9:00a-9:30a</td>
<td>Grzegz, Lali</td>
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<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
</tr>
<tr>
<td>23</td>
<td>03/14/2019</td>
<td>10:00a-10:30a</td>
<td>Yun, Casey</td>
<td>No</td>
<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
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<tr>
<td>24</td>
<td>03/14/2019</td>
<td>12:30p-1:00p</td>
<td>Sawade, Sophie</td>
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<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
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<tr>
<td>25</td>
<td>03/14/2019</td>
<td>1:00p-1:30p</td>
<td>Pharm, Amy</td>
<td>No</td>
<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
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<tr>
<td>26</td>
<td>03/14/2019</td>
<td>4:30p-5:00p</td>
<td>Xiang, Kaitlin</td>
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<td>No</td>
<td>03/11/2019</td>
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</tr>
<tr>
<td>27</td>
<td>03/21/2019</td>
<td>8:15a-8:20a</td>
<td>Nguyen, Melissa</td>
<td>No</td>
<td>No</td>
<td>03/11/2019</td>
<td>View Details</td>
</tr>
</tbody>
</table>
If you need to make changes to the campaign, select the section you wish to edit. You can add more students by adjusting the search parameters or selecting “Add More Students”.

All Campaigns  ›  EA potential of failing_BIOL_Spring 2019

Details For Appointment Campaign

- **Define Campaign**: Complete  ›  Edit
- **Student Select**: Complete  ›  Edit
- **Staff Select**: Complete  ›  Edit
- **Message Details**: Complete  ›  Edit
- **Confirm & Send**: Complete  ›  Edit

EA potential of failing_BIOL_Spring 2019

Review Students in Campaign

- Almafrachi, Sarah
- Andelberg, Brendan
- Aryan, Maryam
- Azamoh, Raheal
- Bachir-Belmehdi, Nayrouz
- Baker, P
- Baker, Center
- Banegas Ortiz, Kathia
- Barrios, Isabel
- Billerbeck, Hannah
- Black, Bailey

< Back

Save and Exit  
Continue
If you added new students to the campaign, be sure to confirm and send out new requests. You can send only to the new invites or re-send to all students in the campaign.