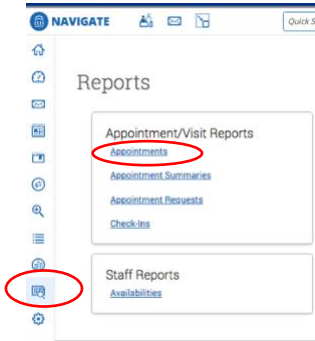
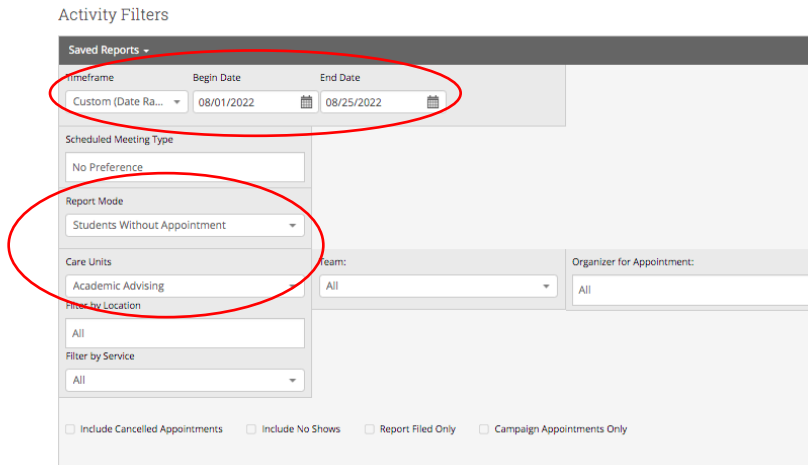


Creating a Campaign for Continuing Students Who Have Not Been Cleared and Do Not Have An Appointment Scheduled

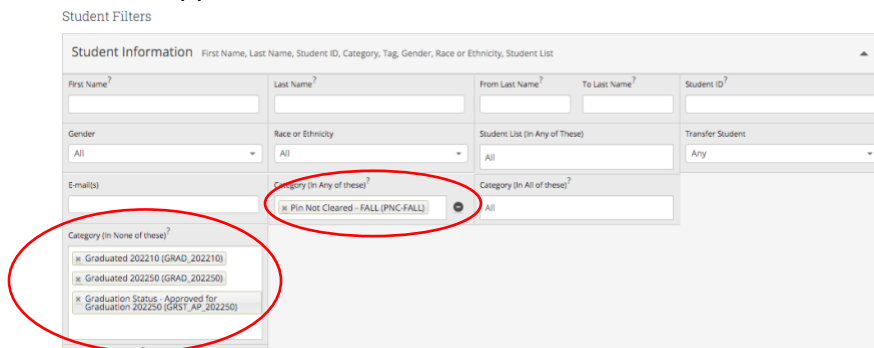
1. Go to Reporting page and select the Appointments Report



2. Make the following selections from the Activity filters
 - a. Timeframe Filter: Custom Date; select today's date through 8/25
 - b. Report Mode filter, select Students Without Appointment
 - c. Care Unit: Academic Advising



3. Make the following selections from the Student filters
 - a. Category (In any of these?): Pin Not Cleared- Fall
 - b. Category (In none of these?): Graduated 202210, Graduated 202250, Graduation Status – Approved for Graduation 202250



- c. Enrollment Terms (In any of these?): Spring Term 2022
- d. Enrollment Terms (In none of these?): Fall Term 2022
- e. Select checkbox for My Students Only

The screenshot shows a filter interface for 'Enrollment History'. It has three dropdown menus for enrollment terms: 'Enrollment Terms (In Any of these?)' with 'Spring Term 2022', 'Enrollment Terms (In All of these?)' with 'All', and 'Enrollment Terms (In None of these?)' with 'Fall Term 2022'. Below these are sections for 'Area of Study', 'Term Data', 'Performance Data', 'Course Data', 'Assigned To', 'Goals & Interests', 'Academic Plan', 'Polls', and 'Success Indicators'. At the bottom, there is a 'Search' button and checkboxes for 'Include Inactive' (unchecked) and 'My Students Only' (checked).

- 4. Click Search
- 5. Once the search has returned a list of students (this may take several minutes), click Actions and select Appointment Campaign to create an appointment campaign including only these students

The screenshot shows an 'Actions' dropdown menu with the following options: 'Send a Message to Student', 'Create Ad hoc Appointment Summary', 'Appointment Campaign', 'Schedule Appointment', 'Tag', 'Note', 'Issue Alert', 'Add to Student List', 'Show/Hide Columns', and 'Export Results'. Below the menu, a student entry '8. Lewis, Brianna' is visible. At the bottom, there are navigation buttons: 'Previous', '1', and 'Next'.

Please note that rather than creating a full appointment campaign, you can send a text message to the students from this page that includes your [Personal Availability](#) link. This will allow students to use the link in your text message to schedule an appointment with you.