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# Scheduling Online Academic Coaching through the Student Success Network (SSN)

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# Overview

Academic Coaching is now available online by appointment only. Students must now use the Student Success Network (SSN) to search Coaches' availability and to schedule appointments.

## Reminders:

- Availability is limited and offered on a first-come-first-served basis.
- Appointments must be scheduled at least 24 hours in advance. No same day appointments are allowed.
- Only schedule one appointment. A future appointment can be scheduled after your next meeting.
- You are responsible for bringing and providing resources and materials for your Coach to direct you to during your appointments.

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.







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# Student Success Network (SSN)

## Overview and Instructions

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# Overview

The Student Success Network (SSN) allows more communication between students, faculty, and staff. The system can synthesize the data below to help faculty and staff better support you:

- Class attendance, participation, and engagement
- Grades
- Office visits (and now Academic Coaching visits!)
- Kudos (Great Job!)
- Flags (various concerns)
- Referrals to various offices and professionals

Your activity in the system helps us better support your success!

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Accessing SSN (2 Options)

**Quick Link:** [go.udayton.edu/mysuccessnetwork](https://go.udayton.edu/mysuccessnetwork)

## Porches:

1. [Log into Porches >>](#)
2. Click the tab for Flyer Student Services.
3. Scroll until you see the Student Success Network heading.
4. Click the “Student Success Network” hyperlink.
5. Bookmark this page. [Learn how >>](#)



## The Student Success Network

Student Success Network is a tool that students can receive needed assistance in a timely and effective manner, a tool to improve communication among instructors, advisors, and student support offices, and an easily accessible site where students can find information about their classes, advisors, and university support services.

[Click Here](#)

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.

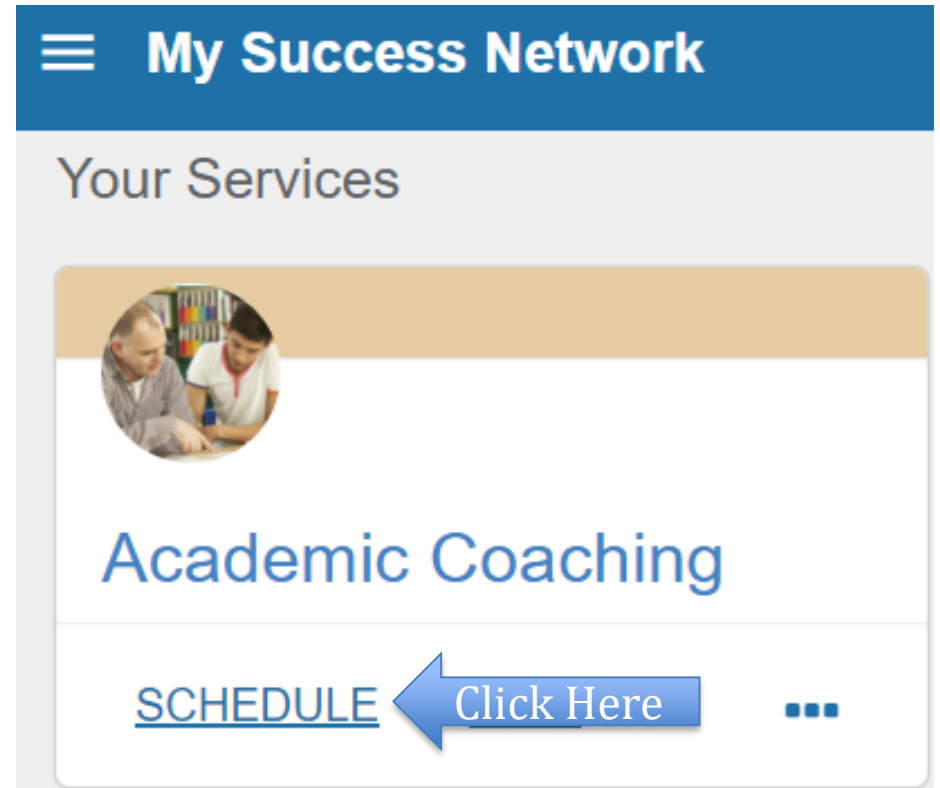


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# Scheduling Academic Coaching

1. Scroll down until you see Academic Coaching under Your Services.
2. Click Schedule.



Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



# Selecting Staff Availability

1. Select Academic Coaching as the reason for your appointment.
2. Select the time and staff member you want to schedule with.

What do you need help with?




Academic Coaching



Monday, March 23

10:00 am - 11:00 am

 Michael Key  
Learning Initiatives Coordinator  
Zoom Online Meeting

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



# Configuring Your Appointment

1. Your Reason will already be populated.
2. If you're struggling in a specific class, click "Add a Course".
3. Select the course you're struggling with.
4. Give a detailed description of the specific obstacles and challenges you are facing.
5. Click Confirm when finished.

You are not required to select a course for Academic Coaching.

Reason for Visit  
Appointment [Change](#)

Course  
[Add a course](#)



Which course do you want to meet for?

Principles of Macroeconomics



If you want, tell us a little bit about what's going on so we can help

I'm struggling staying focused in an online environment. I've been sleeping and watching TV a lot and I can't force myself to get my work done.



CONFIRM

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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# Google Calendar

## Overview and Instructions

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# Overview

The University of Dayton is a Google campus, meaning communication, scheduling, and document storage is completed through apps in the Google Suite.

## Reminders:

- Your UD email account is the primary method used for communicating confirmations and changes with your SSN appointments.
- Event invitations will be sent to your UD Google Calendar to remind you that you have Academic Coaching scheduled. **You must click “Accept” for these invitations** or it may cause your appointment slot to get double booked.
- Altering the Google Event in any way may cause you to accidentally cancel your appointment. Therefore, **use email to communicate changes.**

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# Web-Based Zoom Meetings

## Overview and Instructions

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# Overview

Zoom is the primary platform used to host online Coaching sessions. You should ensure you are equipped with audio and video conferencing tools via your laptop or phone.

## Reminders:

- Online meetings take more time to cover less material, so please focus on your main challenge or obstacle.
- Wait until your scheduled time to join your Zoom meeting. Entering the room early may interrupt sessions already taking place.
- Ensure you're alone in a quiet space (if possible) so that background noises do not hinder your Coach from understanding you.
- Due to FERPA, you should aim to keep your sessions as private as possible and not allowing others to join in. [Click to learn about FERPA>>](#)

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



# Accessing the Zoom Link via Email

1. Log in to your UD email.
2. Find your confirmation email from [success@udayton.edu](mailto:success@udayton.edu).
3. Open the email message.
4. Click the Zoom link.

## Warning:

Wait until your appointment is scheduled to begin before clicking your Zoom link to avoid interrupting session already in session.

Thank you for scheduling your online Tutoring appointment.

**Scheduled By:** Rudy Flyer

**Meeting With:** Judy Smith and Rudy Flyer

**Date:** 3/23/2020 6:30 PM EDT

**Location:** Zoom Online Meeting

**Reason for Meeting:** Tutoring Appointment

**Instructions:** Join <https://udayton.zoom.us/j/7490874547>

**Description:** coefficient of price elasticity of demand

**Course:** Principles of Macroeconomics

← Click Here

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



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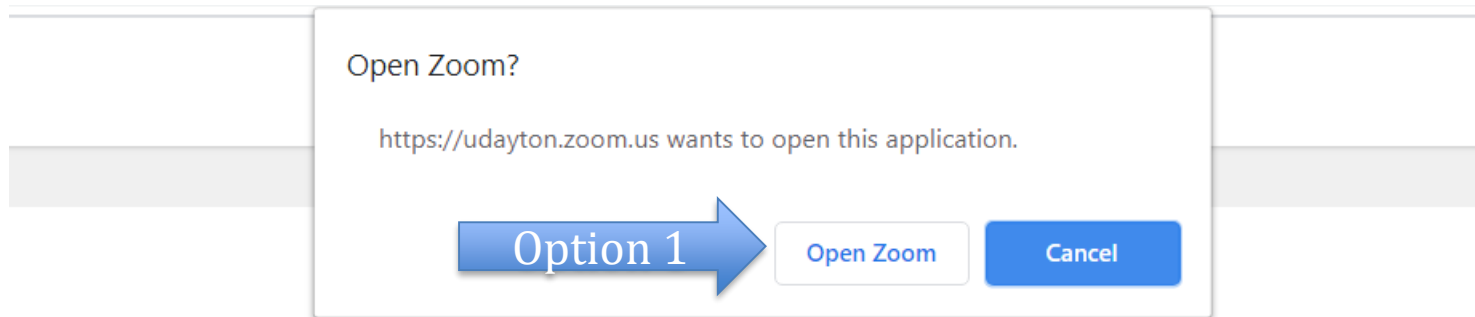
# Joining the Zoom Meeting

## Option 1: Open in Zoom App

Click “Open Zoom” or “download & run Zoom” to access Zoom outside your browser.

## Option 2: Open in Browser

Click “join from your browser” if you do not want to download the Zoom app to your computer.



Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Option 2

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.

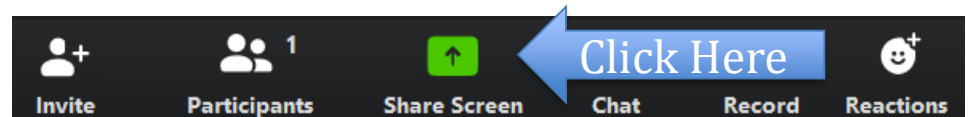


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# Configuring Your Zoom Video

1. Click “Join with Video” when prompted.
2. Click Start or Stop Video when needed.
3. Click “Share Screen” if you need your Coach to see something on your computer.



## Warnings:

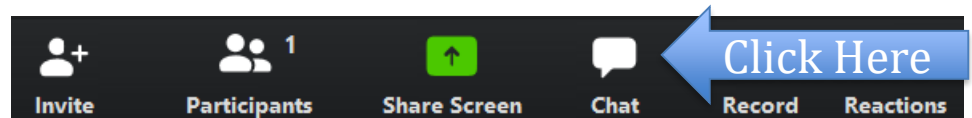
- You should be dressed in attire expected in a classroom.
- Sharing your screen with graphic material is strictly prohibited.
- Failure to comply with these rules may result in suspended access to our services and possibly disciplinary action from the university.

Contact [learningresources@udayton.edu](mailto:learningresources@udayton.edu) for questions, comments, or concerns.



# Configuring Your Zoom Audio

1. Mute your audio unless you need to speak.
2. Use the Chat feature to send messages to your Coach as they speak.
3. Ask your Coach if you can record the session.



## Warnings:

- Use headphones to avoid distracting audio feedback.
- If possible, find a quiet place where you will not be interrupted.
- Sessions can only be recorded if ***both*** you and your Coach agree to be recorded.

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