**Basecamp**

***Quick Start Guide*   
for Faculty & Staff**

*Last Updated October 2 2017*

**What is Basecamp?**

Basecamp is Juniata’s personalized version of the Pharos 360 software. It is case management software specifically created to make all your interactions more efficient and in the process, assist our students.

With Basecamp you can:

* send a referral on a single student or a group
* access your class rosters and view student contact information
* send emails to students or advisees
* quickly reply to questions about students who have already been referred (called, *Feedback Requests.*)
* answer campus-wide surveys for academic year milestone events.

**Accessing Basecamp**

*In any web browser, log into the Arch. Go to Applications and click on Basecamp.*

*---OR---*

*In any web browser, go to: www.juniata.pharos360.com*

***Login****:*  Juniata Username

***Password***: Juniata Password

NOTE: *All FERPA guidelines apply to Basecamp information.*

To maintain privacy, be sure to LOG OUT when finished.

**After Login**

Faculty login takes you to your home screen, featuring a ***Launchpad*** hovering over a photo of Juniata’s campus.

Along the very top, you will see a menu bar that offers these options: **Launchpad, Send Alert, “Your Name,” and Logout.**

**The Launchpad**

On the large Launchpad in your center screen are four icons:

* **SEND ALERT:** *Notify Us About a Struggling Student*
* **MY STUDENTS:** *Manage Your Courses and Groups*
* **FEEDBACK REQUESTS:** *Respond to Questions About a Student*
* **SURVEYS:** *Complete Campus-Wide Surveys*

**Send Alert**

This is where you send the Basecamp referral (formerly Notice of Concern) about a student:

* On the Launchpad, click on the life preserver icon that reads: “**Send An Alert.**”
* Enter student name or ID number: *Susie Smith* or *1234567.*
* Click Search.
* In the results, go to the FAR right and click on the little life preserver: *Send Alert*.
* You will then see the student’s name, fields for YOUR contact info, and the referral form at the bottom.
* Simply click on any info that applies and add anything you want us to know
* Click *Submit Referral* at the bottom when done.

You will receive a receipt of referral email and updates if you ask for them.