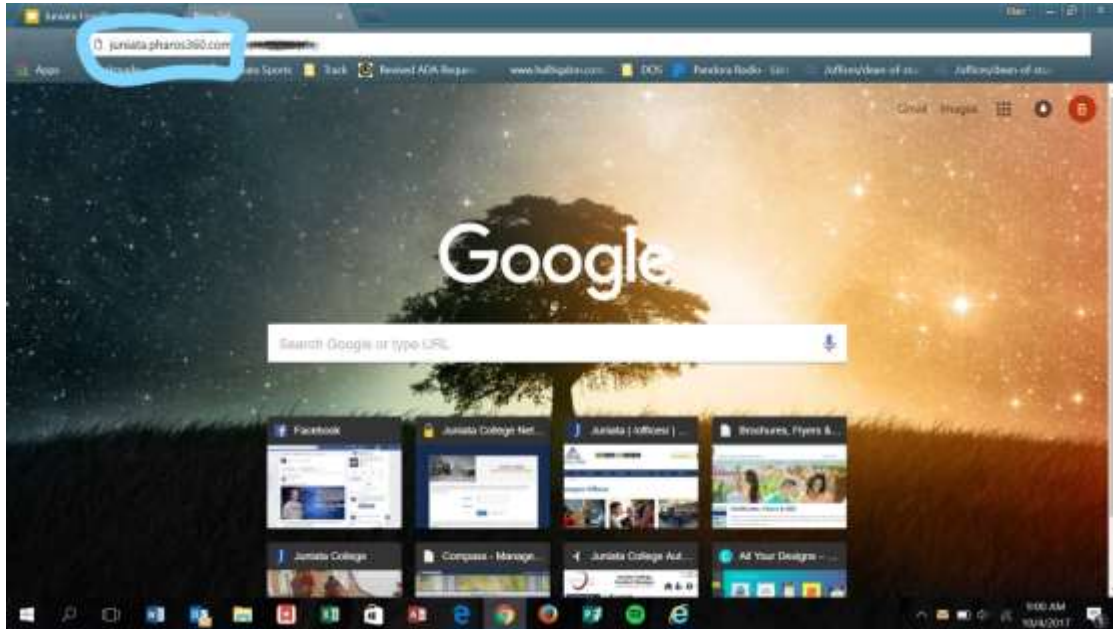


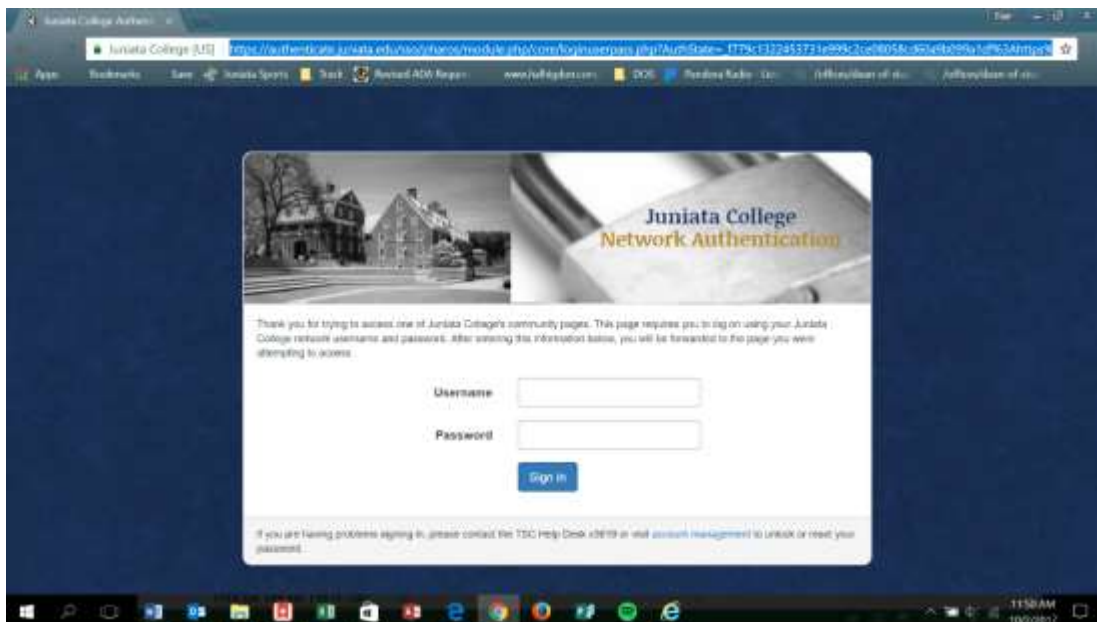
# Basecamp Guide for Academic Advisors

## LOGGING IN:

Navigate to the Basecamp website using your favorite browser: [juniata.pharos360.com](http://juniata.pharos360.com) or select Basecamp from the Applications menu on The Arch.



Log in with your Juniata credentials:



## NAVIGATING AROUND BASECAMP/FINDING STUDENT “FILES”:

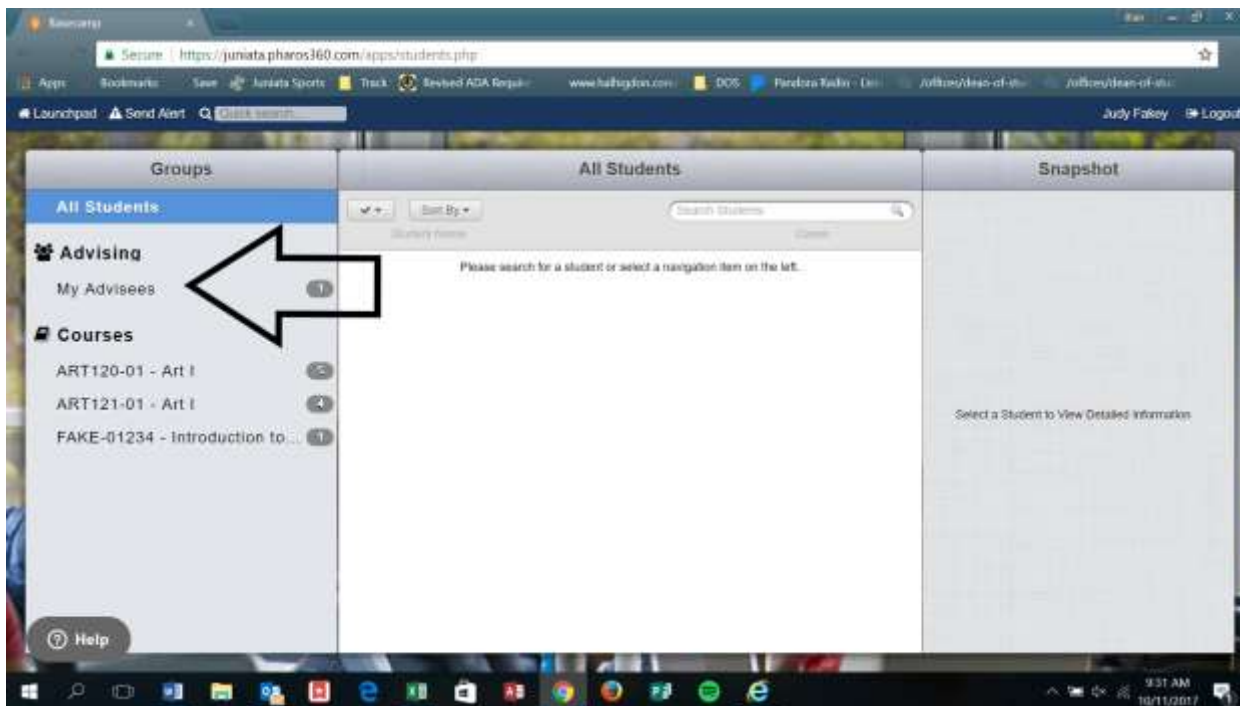
If not auto-directed to the Launchpad, go to the upper left and select Launchpad:



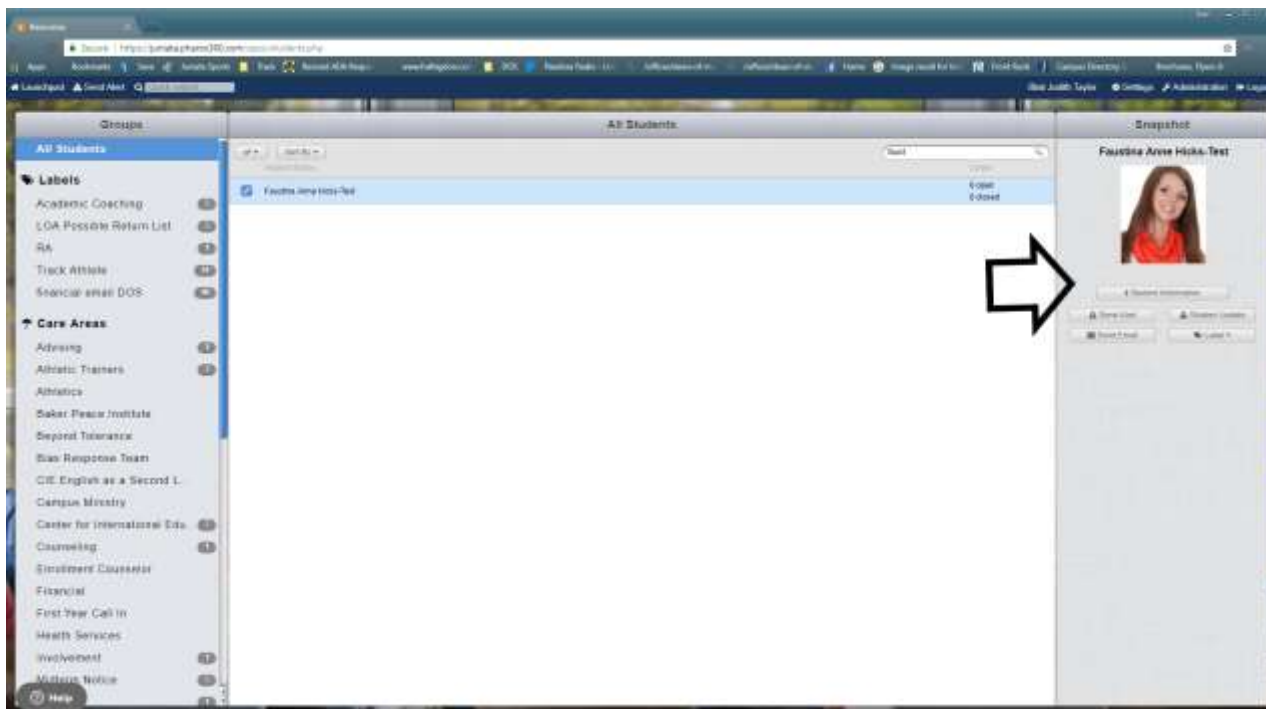
Choose **My Students** or, for the most direct access to a student’s file, type their first or last name in the **Quick Search** bar at the top left and then click on the appropriate student’s file on the list that will pop up:



You will see a list of Advisees on the left:



Select your student and open their page by clicking Student Information beneath their photo on the right:



## VIEWING STUDENT RECORDS:

It will open a new window where you will see the Student Information screen. You can use the dropdown menu in the center of the page to view the Academics screen and the Academic Strengths Questionnaire.

The screenshot shows the 'Student Information' page for a student named Paolina Anne Hicks-Test. The page is divided into several sections: 'Case Information', 'Student Information', 'Contact Information', and 'Class Information'. The 'Student Information' section is currently expanded to show 'General' information, including fields for Primary Login ID, M#, Full Name, Full Name, Email, Birthdate, Age, and Currently Enrolled. A large white arrow points to the 'General' dropdown menu in this section.

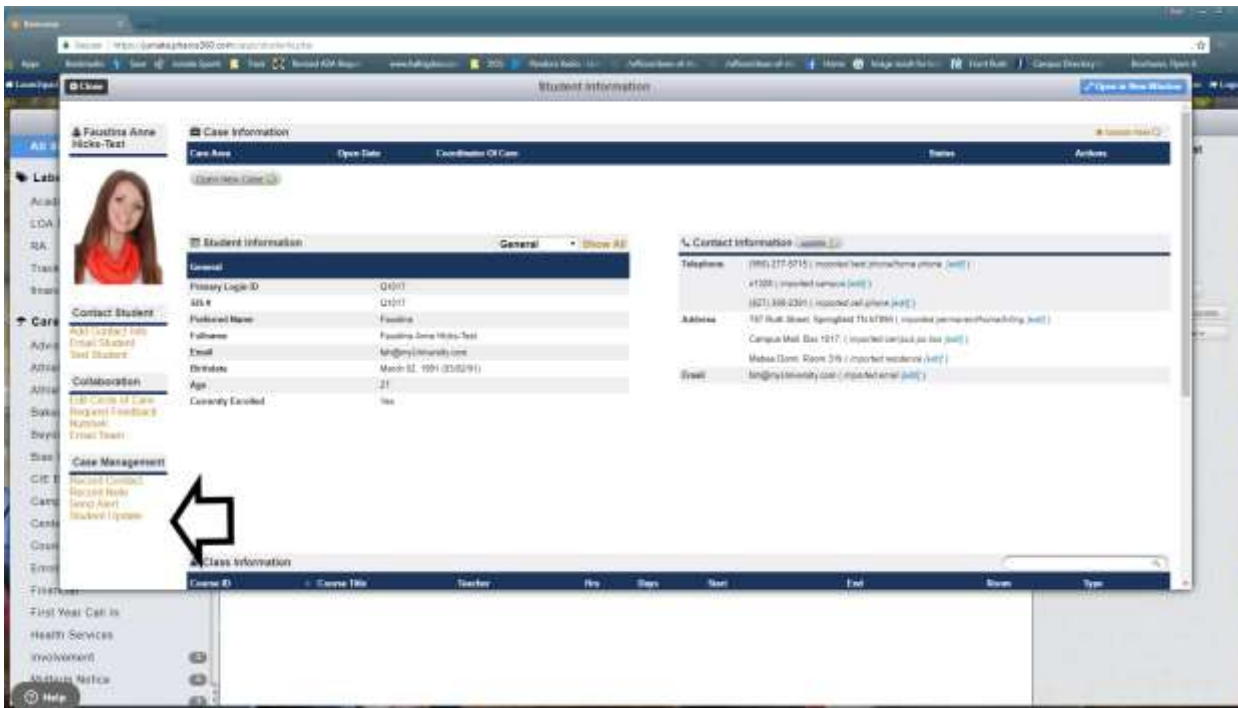
Scroll down to the Log Entries, where you will find World Language Assessment results and Transfer Credit Evaluations, if the student has them.

The screenshot shows the 'Log Entries' section of the 'Student Information' page. The 'Log Entries' section is expanded, showing a table of log entries. A large white arrow points to the 'Log Entries' section.

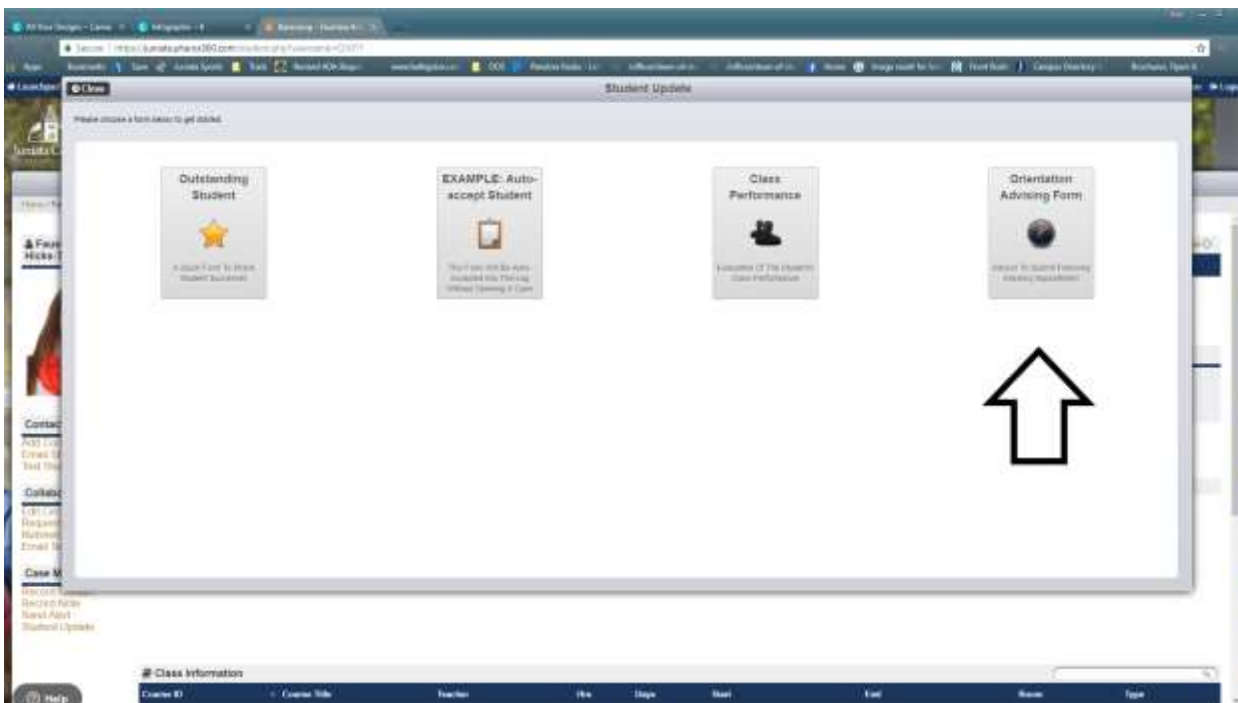
Actions	Text	Case Area	Type	Author	Date	Last Comment	Year	Log #
	Open of Records requested by Paolina-Anne Hicks-Test	Orientation Advising	Student Update - Orientation Advising Team	Devin W. Sussolba	2019-05-30		0	NC2
	File Attachment: World Language Assessment	Orientation Advising	File Attachment	Devin W. Sussolba	2019-05-30		2	NC3
	File Attachment: Storage Evaluation for L	Orientation Advising	File Attachment	Blak Judith Taylor	2019-05-29		4	NC5

## SUBMITTING ORIENTATION ADVISING FOLLOW-UP FORM:

To find the Orientation Advising Form, please select Student Update under Case Management on the left side:



It will open a new window where you will select Orientation Advisor Form. It has the compass icon.



Complete the form and click Review Responses on the top left:

**Send Student Update** Open in New Window

**Orientation Advising Form** Review Responses

Fastlane Advising Test

1) Has the student submitted a complete course selection?  
[Viewing & Submitting a Selection](#)

2) Registration concerns (ex: withdrawal, missing one class, did not take World Language Assessment & want to take higher level language)

text

3) What is the student's intended program of study?  
[Viewing...](#)

4) List below the student's specific intended area of study (ex: Biology, Art, etc.)

text

5) Use a recommended Primary Advisor (if you do not intend to serve as their advisor going forward)

text

You can review your responses and edit them or you can submit the form. CAUTION: Do not close the window without submitting or you will lose the information you typed into the form and need to start over again.

**Send Student Update** Open in New Window

**Orientation Advising Form** Review Responses

Fastlane Advising Test

Intentions to complete: no

Intended Area: 1PH

Recommended Advisor: text

Area of Study: text

Intended year: Completed

Registration Concerns: text

Complete Selection: Yes I have a complete selection