

When YOU are Tasked through **Student Care Community**

Step 1: You will receive a link in your Outlook email notifying you that you've been assigned a task from the Bridge to Success Survey. It will look something like this:

SCC Notification

ljulius@messiah.edu

 If there are problems with how this message is displayed, click here to view it in a web browser.

Sent: Wed 9/30/2015 10:44 AM

To: Julius, Laura

Subject:	xDoe, Carrie		
Individual(s):	Principal: Carrie xDoe (00564931)		
From:	Laura Laine Julius		
To:	Laura Laine Julius		
Comments:	TEST		
Link:	Folder #138 ‡ Document #265		
Task:	Followup Task Assignment:	Laura Laine Julius	Date: 09/30/2015

Step 2: Select YOUR NAME after **"Followup Task Assignment"** or select the FOLDER or DOCUMENT NUMBERS

The **"Task"** will be explained in the **"Comments"** box

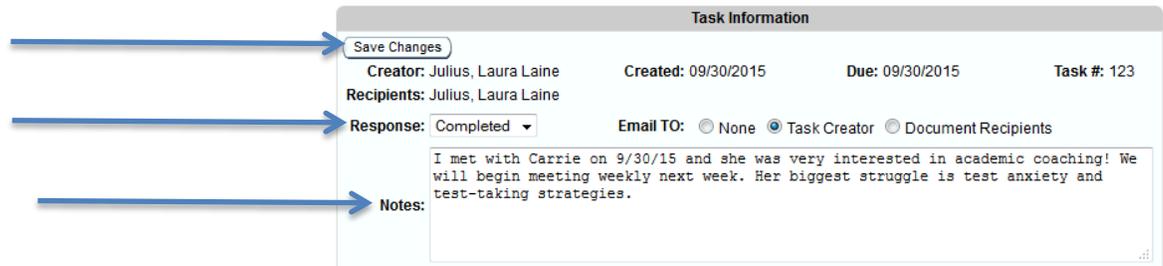
Step 3: Review the **"Comments"** box thoroughly. After you have determined your next course of action, please select the appropriate **Response** (No Action, On Hold, Completed, Rejected) from the drop down box

For every response selected, you will need to leave a new **Note**

If you are in the process of meeting with a student (e.g. have sent an email to the student or will be reaching out to them), please mark the task as **On Hold and describe this in the "Notes" box**

When you have met with the student or have received a sufficient response from them, you can select **Completed and describe your conversation with them in the "Notes" box**

For all responses and notes, you MUST click **"Save Changes"** when you are done



Task Information

Save Changes

Creator: Julius, Laura Laine Created: 09/30/2015 Due: 09/30/2015 Task #: 123

Recipients: Julius, Laura Laine

Response: Completed Email TO: None Task Creator Document Recipients

Notes: I met with Carrie on 9/30/15 and she was very interested in academic coaching! We will begin meeting weekly next week. Her biggest struggle is test anxiety and test-taking strategies.