ALL THINGS ACADEMIC UPDATE

How to Submit an Academic Update

- Go to the **Faculty & Staff Tab** on Messiah.edu

- Click **FALCONlink** under **Quicklinks**

- Search **Student Care Community**

- Once in SCC, on the right hand side, you will see multiple tabs

- Click on the **Classes** tab

- Then, click on the **Filter by Term** drop down menu

- Once you have selected the term, classes for the chosen semester should populate below

- **Click on the pencil icon** for the class you wish to add an Academic Update

- You will then see the list of students populate

- For each student you are providing an update, you need to **click "Yes" under the Do You Want to Make Comments column**. Once you do that, the rubric for an Academic Update will appear

- **Fill out the rubric and comment section and click Save.** If you can't finish an Academic Update in one sitting, go to "Save Responses" and it will save your work

- After you have finished ALL necessary Academic Updates for the class, make sure to click **Submit Roster** at the top of the class list page in order to send all updates

Writing the Update:

- **The Academic Update will be sent directly TO THE STUDENT as the main recipient.**
- Address your note to the student, share what they are doing well, and ways they can improve
- Provide your office hours or how they can get in touch with you
- Maybe suggest other services such as academic coaching, tutoring, etc

Helpful Tips:

- In FALCONlink you can star Student Care Community so it appears in your favorite links

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