Utilizing Technology to Ease the Transition and Foster Engagement in Advising

Kiana Shiroma, ABD
Stephanie Kraft-Terry, PhD
University of Hawai‘i at Mānoa
Background

- Millennials
- Online support services (Pullan, 2009)
- Ease advisor workload
Emailing Tool

- Provide mail merged emails
- HTML for better appearance
- Tracks opening and clicking on links
Welcome!
Time to prepare for Pre-Registration

Important Topics
- Pre-Registration Webinar
- Pre-Registartion
- Placement Exams

Stay Connected
Like us on Facebook

Dear Stephanie,

Welcome to the Department of Biology at the University of Hawaii at Manoa. We are excited you will be attending this Fall and want to share some important tips to get you started off on the right foot. Please don't hesitate to contact us if you have questions.

Sincerely,
The Department of Biology
University of Hawaii at Manoa

Pre-Registration Webinar
Join us for a webinar on May 22nd or 29th at 2:00pm HST to introduce you to the pre-registration process, which courses to enroll in, required placement exams and other tips to ensure you are on track. The Department of Biology Academic Advisors will be available to answer all of your questions. Sign-up Now!
Welcome to the Department of Biology!

From Name: University of Hawaii at Manoa Department of Biology
From Email Address: bioadvis@hawaii.edu
Reply-to Email Address: bioadvis@hawaii.edu
Send To Lists: General Interest, Fall 2013 Freshmen
Select a template

The template is just a starting point - make it your own by changing colors, images, and more. Need help finding the right template? Check out this tutorial.

Choose

Customize

Schedule

Search Keywords

My Templates

My Favorites
Jump Start
All Templates

Layout

Theme

Show More

All Themes
Arts & Entertainment
Association
Basic

Type

Show More

All Types
All New
Announcement
Business Letter
Webinars

- Incoming students
- Small groups (<20 students)
- Allows parents to participate with student
- Recording available
Join us tomorrow for the
Pre-Registration Webinar

It's not too late to join us tomorrow to learn everything you need to know about pre-registration. Simply login using the link below.

Wednesday, June 12th
9:00 am HST

Join the Webinar Now

Like us on Facebook
Scheduling an Appointment

• Office Hours: 8:00am – 3:30pm
• Schedule an appointment 24/7
  – http://uhbiology.appointy.com

• Many ways to meet (select when booking):
  – In-person (Edmondson Hall – 2nd floor)
  – Google Hangout
  – Phone
Video Conferencing

- Skype
- Google Hangout
- Blackboard Collaborate
- Good for one-on-one interactions
- Screen sharing not free (Skype)
- Google Hangout can be done through Hawaii.edu account
Blackboard Collaborate

- **Student:** [http://tinyurl.com/ms9tald](http://tinyurl.com/ms9tald)
- Good for groups
- Not good for screen sharing
- Records meetings if necessary
• Send Links
  • 4 year plans
  • Program sheets
  • Placement Tests
• More comfortable than talking on the phone
• Parents often participate
Online Appointment Scheduling

- Appointy
## Select Meeting Type and Advisors

### 0-30 COMPLETED CREDITS

- **Mandatory Advising (0-30 Credits)** 30m
- **General Advising (0-30 Credits)** 30m
- **Change Major To Biology/Marine Biology (0-30 Credits)** 30m
- **Declare Double Major (0-30 Credits)** 30m

### >30 COMPLETED CREDITS

- **Mandatory Advising (>30 Credits)** 30m
- **General Advising (>30 Credits)** 30m
- **Change Major To Biology/Marine Biology (>30 Credits)** 30m
- **Declare Double Major (>30 Credits)** 30m
- **Upper Honors Paperwork** 30m
- **Graduation Paperwork** 15m
- **Minor Verification (For Graduation)** 15m

### FACULTY AND STAFF

- **Non-Advising Meeting** 60m

### PROSPECTIVE/INCOMING STUDENT

- **Prospective Student** 60m
- **Incoming Student** 30m

### SELECT ADVISORS

- **Joseph**
- **Peer Advisors (0-30)**
- **Stephanie**
- **Sue**
### 0-30 COMPLETED CREDITS

<table>
<thead>
<tr>
<th>Task</th>
<th>Time</th>
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<td>Incoming Student</td>
<td>30m</td>
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<td>Time</td>
<td>OCTOBER 13 SUNDAY</td>
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<td>-------------------</td>
</tr>
<tr>
<td>08:00 am</td>
<td>Not Available</td>
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<td>08:30 am</td>
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<td>4:00 pm</td>
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Mandatory Advising (0-30 credits) with Peer Advisors (0-30)

NEW OR EXISTING?

-OR-
Quick book using

Facebook

Google

YOUR APPOINTMENT IS TEMPORARILY SAVED AND IT WILL BE BOOKED AFTER YOU LOGIN OR SIGNUP
Appointment Reports

Select Business
UHbiology

Search Type
List appointments by service date
Detail Reports

Select Date
10/01/2013 to 10/15/2013
Today | Yesterday | Last week | Coming Week

Advance Options
Mandatory Advising (0-30 cr)
Peer Advisors (0-30)
Not Canceled
Discount Code
Client Username
As Scheduled

Include
Status
Admin Notes
HIPPAA Compliance (Will not print last name)

Search

« Basic Search
Online Appointment Scheduling

- Appointy
- ScheduleOnce
**Kiana Shiroma**  
Academic Advisor  
Honors & RAPS, University of Hawaii at Manoa

Please choose at least FIVE appointment slots that work best for you. Please note that availability is based on HAWAII STANDARD TIME.

A confirmation email will be sent to you once I have scheduled our appointment.

Thank you!

**Phone:**  
808-956-0756

**Email:**  
kiinan@hawaii.edu

**Website:**  
honors.hawaii.edu, haw...

<table>
<thead>
<tr>
<th>Service</th>
<th>Duration</th>
<th>Action</th>
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<tbody>
<tr>
<td>In-person advising</td>
<td>30 min</td>
<td>Book Now</td>
</tr>
<tr>
<td>Phone advising</td>
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<td>Book Now</td>
</tr>
<tr>
<td>Online advising</td>
<td>30 min</td>
<td>Book Now</td>
</tr>
</tbody>
</table>

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Kiana Shiroma
Academic Advisor
Honors & RAPS, University of Hawaii at Manoa

Please choose at least FIVE appointment slots that work best for you. Please note that availability is based on HAWAII STANDARD TIME.

A confirmation email will be sent to you once I have scheduled our appointment.

Thank you!

Phone: 808-956-0756
Email: kianak@hawaii.edu
Website: honors.hawaii.edu, haw...

Service: In-person advising (Change)

Select at least 5 times that work for you

Duration: 30 minutes

Click on dates in white cells to see available times

Selected times
No times selected

Next
Provide information

*Your name

*Your email

The scheduling confirmation will be sent to this email

*Please indicate what you would like to discuss in this session.

Class schedule for Spring 2014

Done
Your request has been submitted successfully

The request details will be sent to the email you provided

Service:
In-person advising

Time:
You have suggested multiple times

What's next?
Your request will be reviewed and a time will be confirmed with you

Need to make another booking? Click here
Booking request from Samantha Shiroma

ScheduleOnce Mailer <mailer@scheduleonce.c to me

5:58 PM (1 minute ago)

Booking request from

Samantha Shiroma (@hawaii.edu) has submitted a booking request.

Approve the request

Request details

Service: In-person advising
MeetMe Page: Kiana Shiroma
Suggested times:
  - Wednesday Oct 23, 2013 at 09:00 AM [30 min]
  - Thursday Oct 24, 2013 at 09:00 AM [30 min]
  - Monday Oct 28, 2013 at 09:00 AM [30 min]
  - Monday Oct 28, 2013 at 02:30 PM [30 min]
  - Monday Oct 28, 2013 at 03:00 PM [30 min]

Notes

Note:
Class schedule for Spring 2014
Find a time and schedule

Subject: In-person advising

Add location  Add details

Days highlighted with green ( ) include common availability when event duration is 30 minutes

Wednesday, October 23, 2013 9:00am (30 min)

Kiana Shiroma

Samantha Shiroma

No suitable time? Request new times

Schedule

On Wednesday, October 23, 2013 at 9:00am (30 min) (GMT-10) United States; Hawaii
Find a time and schedule

Subject: In-person advising

Days highlighted with green ( ) include common availability when event duration is 30 minutes

OCTOBER 2013

Thursday, October 24, 2013 9:00am (30 min)

Hour:
8:00 am | 9:00 am | 10:00 am | 11:00 am | 12:00 pm | 1:00 pm | 2:00 pm | 3:00 pm | 4:00 pm | 5:00 pm

Kiana Shiroma

Samantha Shiroma

No suitable time? Request new times

Schedule

On Thursday, October 24, 2013 at 9:00am (30 min) (GMT-10) United States; Hawaii
In-person advising
Has been scheduled for:
Thursday, October 24, 2013 at 9:00am (30 min)
(GMT-10) United States; Hawaii

The selected calendar has been updated

« Back to home
Honors Program at UH Mānoa

Oct 15, 8:45am

Considering Graduate or Professional School? Take advantage of Kaplan’s FREE, full-length proctored GRE, MCAT, and LSAT exam!

Saturday, October 19
10:00am-3:00pm at Shidler College of Business

Use this opportunity to take the test under timed conditions, and get your score immediately when the exam is done. There will be Kaplan Test Prep teachers on hand to proctor the exam and answer questions.

Click here to register: [http://www.formstack.com/forms/7164311-WsWml3kFV](http://www.formstack.com/forms/7164311-WsWml3kFV)

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Honors Program at UH Mānoa

Oct 13, 10:15pm

“It is never too late or too soon. It is when it is supposed to be.”

---

Honors Program at UH Mānoa

Oct 10, 6:55am

10 Steps to Making a Great Impression at the Career Fair

Tuesday, October 15, 1:30pm
QLCSB 212
Sign up: [http://ow.ly/mWxB](http://ow.ly/mWxB)

Career Fairs are a great way to meet a large number of employers in one location. Make the most of your career fair attendance by attending this workshop!

[http://ow.ly/mWxB](http://ow.ly/mWxB)

2 people like this

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Honors Program at UH Mānoa

Oct 24, 10:20am

Honors Program at UH Mānoa

Oct 24, 10:20am

Honors Program at UH Mānoa

Oct 29, 6:45pm

Honors Program at UH Mānoa

Oct 29, 6:45pm

Honors Program at UH Mānoa

Oct 30, 12:26pm

Honors Program at UH Mānoa

Oct 30, 12:26pm

Honors Program at UH Mānoa

Nov 5, 4:20pm

Honors Program at UH Mānoa

Nov 5, 4:20pm

Honors Program at UH Mānoa

Nov 13, 8:25am

Honors Program at UH Mānoa

Nov 13, 8:25am

Honors Program at UH Mānoa

Nov 18, 12:25pm

Honors Program at UH Mānoa

Nov 26, 8:25pm

Honors Program at UH Mānoa

Nov 26, 8:25pm
If enrolling within 48 hours of the event, you should enroll via www kapast com / practice to ensure that you will have a seat (physical or virtual) the day of the event.

Honors Program at UH Mānoa
Oct 13, 10:15pm
It is never too late or too soon. It is when it is supposed to be.

Honors Program at UH Mānoa
Oct 10, 8:55am
10 Steps to Making a Great Impression at the Career Fair
Tuesday, October 15, 1:30pm
QLCSS 212
Sign up: http://ow.ly/nWx8
Career Fairs are a great way to meet a large number of employers in one location. Make the most of your career fair attendance by attending this workshop!

http://ow.ly/nWx8

2 people like this
View all 1 comments
Questions?
Thank you!

Kiana Shiroma, ABD
808-956-0756
kianak@hawaii.edu

Stephanie Kraft-Terry, PhD
808-956-0735
kraft2@hawaii.edu