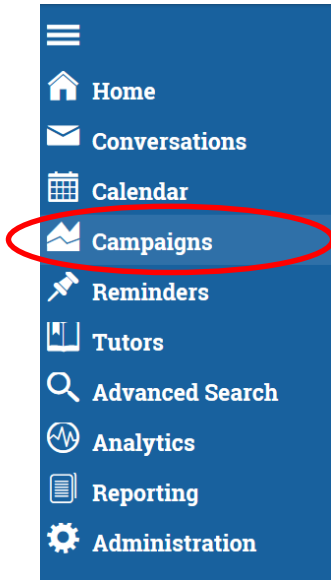


GradesFirst - Adding more students to a campaign and resending

To start you need to open the campaign from your home page.







To get to your active campaigns click on the “Appointment Campaigns” tab, then click on the name of the campaign you want to edit

Spring Semester, 2016 Campaigns

Progress Report Campaigns | Enrollment Censuses | **Appointment Campaigns**

All Appointment Campaigns

NAME	STATS
 Demo Campaign ADVISING 03/21/2016 - 05/06/2016	 Apts. Made (14%)  Reports Created (100%)  Attend. Rate (14%)

and click on “Edit Campaign Details”.

Appointment Campaigns > Demo Campaign

03/21/2016 - 05/06/2016

Appointments Made | Appointments Not Yet Made | Reports Created

Actions	APPT DATE	APPT TIME	STUDENT	STUDENT ATTENDED?	AT-RISK?	APPT CREATED ON	
<input type="checkbox"/>	03/23/2016	1:30p-2:00p	Dummy, Allison	Yes	No	03/02/2016	View Details

Options

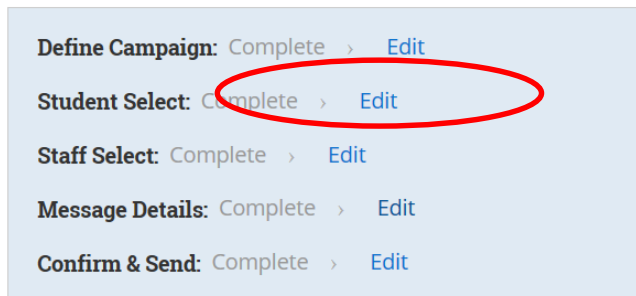
- [Edit Campaign Details](#)
- [Delete Campaign](#)

Campaign Information

Then select “Edit” next to “Student Select”

All Campaigns > Demo Campaign

Details For Appointment Campaign



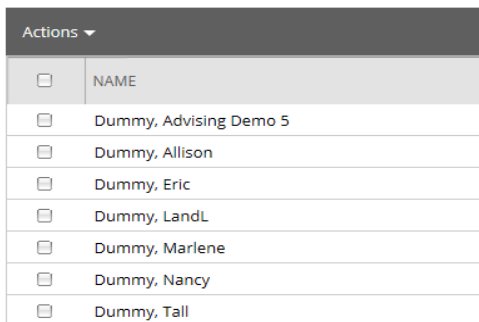
A screenshot of a campaign management interface. It shows a list of steps: Define Campaign, Student Select, Staff Select, Message Details, and Confirm & Send. Each step is followed by the word 'Complete' and a right-pointing chevron, and then the word 'Edit'. The 'Student Select' step and its 'Edit' link are circled in red.

Define Campaign:	Complete >	Edit
Student Select:	Complete >	Edit
Staff Select:	Complete >	Edit
Message Details:	Complete >	Edit
Confirm & Send:	Complete >	Edit

Next you need to add the additional students

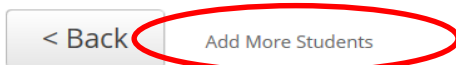
Demo Campaign

Review Students In Campaign



A screenshot of a table titled 'Review Students In Campaign'. The table has a header row with a checkbox and the word 'NAME'. Below the header are seven rows, each with a checkbox and a student name. The names are: Dummy, Advising Demo 5; Dummy, Allison; Dummy, Eric; Dummy, LandL; Dummy, Marlene; Dummy, Nancy; and Dummy, Tall.

<input type="checkbox"/>	NAME
<input type="checkbox"/>	Dummy, Advising Demo 5
<input type="checkbox"/>	Dummy, Allison
<input type="checkbox"/>	Dummy, Eric
<input type="checkbox"/>	Dummy, LandL
<input type="checkbox"/>	Dummy, Marlene
<input type="checkbox"/>	Dummy, Nancy
<input type="checkbox"/>	Dummy, Tall



A screenshot of two buttons. The first button is labeled '< Back' and is disabled. The second button is labeled 'Add More Students' and is circled in red.

< Back Add More Students

It will open the “Advanced Search”. Enter the name or student number and hit search (you may need to check the boxes next to search depending on the student’s current status.)

Add Students To Campaign

Advanced Search

Search Fields

Student Information First Name, Last Name, Student ID, Category, Tag, Major, Total GPA, Gender, Race

First Name [?]	Last Name [?]	From Last Name [?]		
<input type="text"/>	<input type="text" value="dummy"/>	<input type="text"/>		
Min. Total Credit Hours [?]	Max. Total Credit Hours [?]	Min. GPA [?]	Max. GPA [?]	Gender
<input type="text" value="0"/>	<input type="text" value="999"/>	<input type="text" value="0.00"/>	<input type="text" value="5.00"/>	<input type="text" value="All"/>
Category (In Any of these) [?]				
<input type="text" value="All"/> +				
Tag (In Any of these) [?]				
<input type="text" value="All"/> +				
Major (In Any of these) [?]				
<input type="text" value="All"/> +				

Current Term Data Classification, Course, Section, Section Tag, Term GPA

Assigned To Advisor, Professor

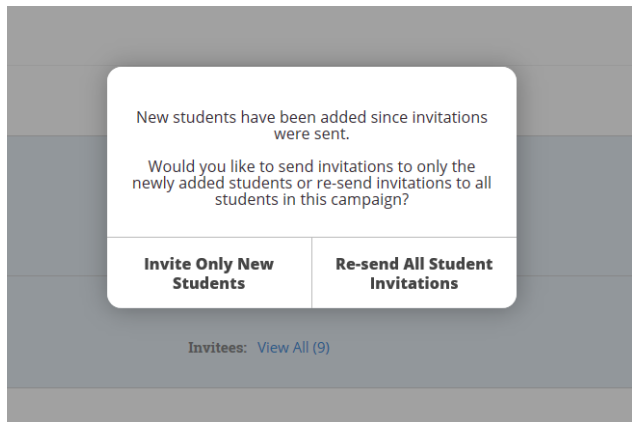
My Students Only Include Inactive Ignore Term

Check the box next to the name(s) of the student(s) you want to add and hit continue.

Actions ▾	
<input type="checkbox"/>	NAME
<input type="checkbox"/>	Dummy, Advising Demo 1
<input checked="" type="checkbox"/>	Dummy, Advising Demo 2
<input checked="" type="checkbox"/>	Dummy, Advising Demo 3
<input checked="" type="checkbox"/>	Dummy, Advising Demo 5
<input type="checkbox"/>	Dummy, Allison
<input type="checkbox"/>	Dummy, ARTS
<input type="checkbox"/>	Dummy, Eric
<input type="checkbox"/>	Dummy, LandL
<input type="checkbox"/>	Dummy, Marlene
<input type="checkbox"/>	Dummy, Nancy
<input type="checkbox"/>	Dummy, Tall

7 students have been added to this campaign.

From here just keep hitting continue until you get to the send button. Only after you have pushed the send button will a question come up asking do you want to send it to everyone or just the new ones.



Select “Invite Only New Students” and it sends the message.