

The Hive – Faculty Advisors Guide



While there are many ways The Hive can be used, there are specific tools and features that Faculty Advisors should be familiar with to best support students at CSB/SJU. This document highlights features which connect you to the tools used as a Faculty Advisor as well as a few features you want to guide your advisees towards using within the Hive.

The videos and written guides below are intended to complement each other and are designed such that you can select the format you prefer. These asynchronous videos and written tools will be complimented by synchronous labs and/or Q and A time in July and August. See <https://www.csbsju.edu/instructional-technology/technology-training/training-workshops> for details.

- **Documenting Meetings and Interactions** – Record meetings using Appointments (Outcomes and SpeedNotes) to document meetings, as well as using Notes to document non meeting interactions with students.
 - [Video Tutorial - Two Minute Tip](#) – Documenting Meetings and Interactions (2 min 25 sec)
 - [Written Guide](#)
- **Raising, Commenting On, and Clearing Alerts** – How to use flags and referrals to support students for whom you need to communicate concerns. Use High Fives to recognize success or milestones in their educational journey.
 - Written Guide: [Creating Alerts](#)
 - Video Tutorial: [Creating Alerts with the Hive](#) (3 min 30 sec)
 - Written Guide: [Commenting On and Clearing Alerts](#)
 - Video Tutorial: [Commenting On and Clearing Alerts](#) (4 min 32 sec)
- **Referrals - Connecting Students to Services on Campus**
 - [Written Guide](#)
 - Video see [Creating Alerts](#)
- **Managing the Student List - Using Filters and Views**
 - [Written Guide](#)
- **Leveraging the Select All Feature to Communicate with Your Advisees**
 - [Written Guide](#)
- **Configuring Office Hours for Online Scheduling**
 - [Written Guide](#)
 - [Video](#)
 - [Written Guide to Setting up Zoom Location for Office Hours](#)
- **Using The Hive to Communicate with Students and/or their Support Network**
 - [Written Guide](#)
 - [Video- Two Minute Tip](#) – Communicating with Students and Their Support Network (2 min 21 sec)

Please note - This guide is a compliment to and expansion of [The Hive Level I: Training – Hive Basics](#). If you have not yet familiarized yourself with the features found in [The Hive Level I: Training – Hive Basics](#), you are encouraged to review those tools, which are focused on the instructor and support staff relationship with students.

Student Facing Features to Highlight with your Advisees: What can students use The Hive for? Many things including:

- **View service hours** for campus resources or office hours for your faculty and [schedule appointments online](#)
- **Receive appointment reminders** for meetings booked via The Hive
- **Receive notifications: Flags, High Fives or Referrals** regarding your academic performance and connecting you to resources
- **Raise Their Hand/Request Help**, do you have a question about your class or are you unsure of where to go to get a question answered? Use the [Raise Your hand/Request Help feature](#) and students are connected to corresponding service/resource.
- **Visit** <https://www.csbsju.edu/the-hive/students> for more student focused written guides and video demonstrations