

Basics for New Faculty or Faculty New to The HIVE



The Hive - The Basics will offer the knowledge and training needed to achieve the expectations for using the HIVE:

- Documenting interactions and communications.
- Track attendance and raise alerts when students have ongoing absences.
- Respond to Progress Surveys. Instructors are asked to provide feedback students at key points in the semester.

The Hive Basics offers asynchronous video and written tools complimented by synchronous lab and/or Q and A time, visit the Instructional Technology website to [register for training sessions](#). The following videos and written guides listed in the rest of this document are intended to complement the in person trainings offered each year and provide users resources to go back to throughout the year as needed.

- **Getting Started** – To get started and set up in The Hive you need to do three things: 1) Set up your Institutional Profile with your contact information, your department, and your connection to students on our campuses. 2) Set up your Appointment Preferences, please do this regardless of your plans to allow online scheduling via The Hive as you need to have locations set up to record appointments and meetings with students. And 3) refine your settings for Email Notifications, this allows you to manage when and how you receive calendar notices, share your busy time from/with outlook (if using online scheduling), and how you are notified about flags or other alerts.

- [Video Tutorial - Setting up Your Profile](#) (10 min 49 sec)
- [Written Guide](#)

- **Documenting Attendance with The Hive** – Whether you wish to take attendance using the Attendance feature, or you choose instead to use Notes or Alerts to document communication with students in instances where attendance is a concern, there are multiple ways to document attendance- find the one that works with your style of teaching and instruction

- Written Guide: [How to Take Attendance Using](#)
- [Video Tutorial - Recording Attendance using The Hive](#) (4 min 6 sec)

If you do not use the Attendance feature in The HIVE, please [Raise An Attendance Concern flag](#) to communicate and document students who have ongoing absences in class

- **Responding to Progress Surveys** – All faculty are asked to complete progress surveys periodically throughout the semester. Progress Surveys will prompt faculty to raise Alerts (raise a Flag or give High Fives)

- [Video Tutorial - Filling Out Progress Surveys](#) (3 min 53 sec)
- [Written Guide](#)

- **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 communication concerns. Use High Fives to recognize success or milestones in their educational journey.

- [Video Tutorial – Commenting on and Clearing Alerts in the Hive](#)
- Video Tutorial – [Creating Alerts with the Hive](#) (3 min 30 sec)
- Written Guide: [Creating Alerts](#)
- Written Guide: [Commenting On and Clearing Alerts](#) (4 min 32 sec)

- **Using The Hive to Communicate with Students and/or their Support Network**

- [Video- Two Minute Tip](#) – Communicating with Students and Their Support Network (2 min 21 sec)
- [Written Guide](#)