What's New?

1. **FAFSA To-Do:** We have created a To-Do that can be placed on a student to remind them to complete their FAFSA. This To-Do generates an email giving the student information on how to complete their FAFSA, a link to the Financial Aid website, and the FAFSA FAQ page. We have configured the To-Do email message in a way that it will cc the Office of Student Financial Aid.

2. **Student Photos in SAGE** : Julia and I have been working closely with our SAGE IT team and have received confirmation that we are closer than ever to having student photos in SAGE. Julia and I have been told that the IT team's goal is to have photos in SAGE by mid-January. Thank you to our SAGE IT team for working diligently on this add to SAGE that would help advisors so much on a daily basis.

3. **"Email" Note Type:** Per a request made by an advisor, we have created an "email" note type in SAGE. This note type should be used when advisors and campus partners are entering email communications with students into SAGE. Julia and I hope that this new note type will help you all keep your notes in SAGE more organized and for you to more easily be able to find things in student files.

Coming Soon!

1. **Tutoring Configuration Changes**: Julia and I have been working closely with other SAGE team members to streamline the way we have DAE Tutoring in SAGE. In the new configuration, tutors are linked to only the courses for which they tutor, and students have to be enrolled in that course to see the tutor. This will cut down on students scheduling tutoring sessions with a tutor who does not tutor for their specific course. We are currently in process of testing this in our SAGE Test tenant, which is going well, and hoping to have it up and running in January.
2. **Tracking Item Descriptions:** The Office of Academic Advising is looking to re-vamp the descriptions that go along with our tracking items. Following a recommendation from our SAGE consulting team, we are planning on making the descriptions more detailed by giving information on what happens when a tracking item is placed on a student and which offices are notified. Be on the lookout for new descriptions coming soon!
3. **Message Template Streamlining:** We have been working closely with the new communications director in OVPI to streamline our messaging to students in SAGE. This streamlining will include more universal language and give clear and concise messaging to students. We are also looking to provide advisors and advising offices with a template to help guide you when creating a message you want to be put into SAGE. We are hoping to roll this out in the spring semester.
4. **Major Organizations in SAGE**: Another exciting change we have coming is creating Major Organizations in SAGE. This change will allow advisors to accurately filter their students by major so they can create notes, assign tracking items, etc. in bulk. Our IT team is working hard on configuring this and we have been testing this in the Test Tenant. We are working on importing the entire list of majors from the Registrar's Office and are hoping to have it implemented soon! At some point in the future, we also hope to use Major Organizations to automatically assign students to advisors who work with entire majors without having to do any manual work. If that sounds like something you

or someone on your team could use, please be on the lookout for more information on that!

REMINDERS FROM LAST MONTH:

1. **Re-Implementation and Optimization in SAGE**: Our SAGE team is currently going through a re-implementation and optimization of SAGE. We are working closely with our new project team at Hobson's to make sure we are using SAGE in the best possible and most effective way. Julia and I are in constant communication with our Project Coordinator to work through different features and how we can best use SAGE for UGA. We are hoping to have any changes go into production in 2020. This process will hopefully improve the user experience for SAGE users and students, help us optimize the way we are using the product to get the most useful data, and ultimately support our institutional goals for supporting students. Stay tuned for exciting updates that we will share along the way as well as campus partners that will be joining us in SAGE to continue to open the lines of communication for our students. NOTE: Each school/college/unit has a representative on our SAGE Users Group, so if you have ideas, comments, or questions related to this process, please feel free to send those through your unit's SAGE Users Group rep!
2. **Compass Account**: In order to stay up to date on SAGE as well as have input on Feature Requests and suggestions, you will need a Compass Account. This is an account that Hobson's uses to communicate with Starfish (SAGE) users. This is where all feature requests are housed and where you can "up vote" them so that the production team will be able to take a look and consider the implementation. To find more information on a Compass Account and how to obtain one, please visit our FAQ page on the SAGE landing page.
3. **Changing your title in SAGE**: With the help of our SAGE/Starfish consultant, Michelle, we have found out that you are able to change your own title in SAGE. This is the title a student sees when you are in their success network. This is a very very helpful feature and we STRONGLY encourage you to change your visible title to something that will make the most sense to your students! For example, if your current title is the same as your SAGE role (i.e., "Primary Advisor") but you actually advise for a specific major(s), you may consider changing it to "(Major) Academic Advisor", etc.

   To change your title in SAGE, please follow these steps:

   1. Open SAGE and click on the three horizontal lines in the upper left-hand corner
   2. Click on the down arrow by your name
   3. Click on Institutional Profile
   4. Type your preferred title in the Title section right under "log