Hi Advising Community,

I first want to start off by saying I hope you and your families are all healthy and safe. I know this has been a true adjustment for all of us and trying to keep “business as usual” in a very unusual time is quite a task.

Since late spring and now through summer, our SAGE team has been working to make some improvements to SAGE and hopefully making things run smoothly and more efficiently for all of you.

Thank you again for your hard work, flexibility, and for continuing to serve our students during this time and I cannot wait until we can all gather again!

**What’s New?**

1.    **Advising Hold Attribute:**SAGE will now be showing if the student you are looking up has an advising hold! We hope this is helpful in identifying students who still have holds that need to be cleared for an upcoming term. This can be found at the top of the “Overview” tab in the student folder; we also encourage you to use the filtering options on your “Students” page to get a list of all of your students with advising holds remaining. This attribute, like all attributes, is refreshed nightly, so please note that it will reflect changes in any holds cleared the following morning.

2. **Personal Pronouns Attribute:** SAGE will now show the students’ self-reported personal pronouns as entered in their Orientation intake surveys! This is something we are very excited about as it has been frequently requested in the past. This will show up as an attribute at the top of the “Overview” tab in the student folder for easy access. We hope you find this helpful in creating an inclusive and supportive environment for all of your students!

3. **Admission Term Attribute:** SAGE will now show students’ admission term to UGA. This was another highly requested attribute and we are so excited to be able to deliver it to you! This will be housed on the “Overview” tab of the Student Folder as well. We hope this added information helps in the advising process and identifying students for various reasons.

4. **Cohorts:**SAGE now has Cohorts! Cohorts are a way to group students based on shared attributes. At the moment, we have a cohort for each School/College and we are working on creating other cohorts based on the recommendations given by users in the recent survey we sent out. Cohorts will allow for easy filtering in SAGE which should in turn, cut down on the time it takes to mass upload tracking items, notes, or send messages. Cohorts also allows us to better customize which tracking items are visible for you based on the student(s) you are viewing, which will shorten the dropdown list and make it easier for you to find the tracking item you’re looking for. As we develop more cohorts and implement them into SAGE, we hope to continue to make your interactions with the system more streamlined.

5. **Reserve Time Categories:** We have recently added a few generic categories to the “Reserve Time” feature in SAGE. This is on your calendar view in SAGE on the top bar next to your different appointment creation options. This will allow you to put a time block on certain times. As of now, the system will only allow this time block to be repeated weekly, so keep that in mind. You must select a broad category before created the Reserve Time Block, but then you will be able to type out a more specific title, which is what will actually appear on your calendar.

6. **FERPA Consent To-Do and Flag:** As of Summer2020, The Office of Academic Advising Services created a FERPA Consent Qualtrics Form to help with FERPA concerns presented by virtual orientation advising. After much input and support for this FERPA form, we have decided to continue it for Fall 2020. The to-do, flag, and message template has been updated in SAGE and the Qualtrics itself is updated as well to reflect fall 2020 academic advising. We are very excited to continue having this in SAGE and hope you all find it helpful during virtual advising this fall semester.

**Coming Soon!**

1. **Texting in SAGE:**UGA is working closely with Hobson’s during the 2020-2021 academic year to pilot and test the new and improved SMS texting option. This will allow for one-sided SMS texting capability through SAGE. Our office is currently working on creating text messaging templates that will be attached to certain tracking items in SAGE. We are hoping to have this up and running for fall semester, so stay tuned for more information coming soon! As you begin to use this feature, please send us your feedback so that we can provide it to Hobson’s for improvements and adjustments prior to the full launch next year. This will be an “opt-in” feature for students, so no one is automatically added to SMS texting. We felt making it “opt-in” instead of automatic, respected the fact that not all students have a cellphone or texting capability and we wanted to make sure to be inclusive as well as FERPA compliant with this new feature. The SMS also does not override the email students get accompanying tracking items and such, so students will now have two place to access information, and a lot of the SMS messages will point them to check their UGAMail or log into SAGE itself.
2. **Delegated Reporting:**Another exciting development in SAGE is Delegated Reporting. This feature allows specific people in each advising unit, most commonly advising leads and coordinators, to pull accurate reports on their school/college’s advising activity in SAGE. This development will allow for accurate reporting within units without needing to request reports from our office. Please let Julia and/or I know if you need someone in your unit to have delegated reporting access. Julia and I will be sending out some simple instructions, once this is finalized, for those with this access and we hope you find this helpful! We are working to put final touches on the IT portion of this process and are planning on having it up and running smoothly for the start of classes for fall 2020.

**GENERAL REMINDERS:**

1.    **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](https://sage.uga.edu/faqs/index-old/) on the SAGE landing page.

2.   **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 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 (e.g., “Primary Advisor”) but you actually advise for a specific major(s), you may consider changing it to “(Major) Academic Advisor”, etc.

To change your visible 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 “Login Page”
5. Don’t forget to hit “Submit” in the top right corner to save your changes!