Adviser Guide to the Quiet Launch

During the Quiet Launch phase, Graduation Planner will be live online but not promoted to students. The Quiet Launch phase will conclude in the first week of August, when we will post links to Graduation Planner on One Stop, the MyU portal, and plan.umn.edu. Though you may decide to ask a small number of students to try out the application during the Quiet Launch phase, we ask that you don’t promote Graduation Planner to a broad audience of students until the public launch is announced.

Goals of the Quiet Launch phase
- To give you the opportunity to become familiar with Graduation Planner
- To see how your programs work in Graduation Planner and to correct data issues
- To explore how you can promote Graduation Planner to your students

Learning the tool
To learn how Graduation Planner works, you may want to complete several or all of the following steps:

→ Review the Graduation Planner Quick Start guides for both students and advisers
→ Read through the Graduation Planner “Help” pages to see frequently asked questions and learn “tips and tricks”
→ Log in to Graduation Planner and take a look at your list of advisees. Click on upper- and lower-division students to see how information displays on their student home pages
→ Click on “Create My Plan” on your adviser home page. This takes you to your student home page. From here, you can make plans as if you are a student. To begin:
  View the information on your student main page
  Create a new plan
  Choose a program or two that you typically advise, and add those to the “my choices” list. (Tip: don’t choose a degree program that you have actually completed; for those programs, Graduation Planner will tell you that you have no unfulfilled requirements!)
  Run a “What do I Need?” list for these programs—this information is from APAS. Does the list show you the data you expect to see?
  Open a course that fulfills a major requirement, and which includes information about recommended terms. The green boxes that indicate recommended terms are displaying information from PCAS; all other course information is from ECAS. Do you see the data you expect to see?
  Add courses to the plan from the “What do I Need?” list
  Make a plan that fulfills all of the requirements from the “What do I Need?” list
  Run an APAS that includes planned-for courses
  Run an APAS that does NOT include planned-for courses
  Add a note
  Print a plan
  Use the toolbox links to find the University catalog pages (including sample plans and checkpoint charts).

Questions to consider
- Is the PCAS, ECAS, and APAS data for your programs correct?
  o If you see issues, you should consult with your college’s contact/s for those systems.
- What questions do you anticipate your students will have?
  o Consider what tips or guidelines you might give to your students that would address these questions
  o Submit those questions to the Graduation Planner adviser resources wiki
- Would you like to test the Adviser/Student interaction?
  o Your advising group may want to ask a small group of students to be “pilot” users. (We only ask that you do not promote the tool to a broad audience of students until the end of the Quiet Launch period.)
- Would you like to schedule another Graduation Planner demonstration session for your advising group?
  o Contact Lisa Rigoni Reeves at lreeves@d.umn.edu