Menu Navigation
Navigating the BHSC Platform

Left-hand Menu

1. **Menu Navigation:** To navigate within the Blue Hen Success Collaborative platform, advisors should utilize the left-hand menu. Users can hover over the menu icon to display the various screen options such as Home, Conversations, etc. Please refer to hover screenshot at bottom of resource guide.

   - **Home** – This screen is the Advisor Home and where to navigate in order to work from assigned advisees lists, to create appointment availability and more.
   - **Conversations** – This screen is a repository of messages sent within the platform.
   - **Calendar** – This screen shows an advisor’s appointments scheduled within the platform. Advisors that have their calendars synced, it will also display their Outlook calendar busy times.
   - **Cases** – Cases are student referrals to specific offices – more on this functionality coming in future phases.
   - **Reminders** – This screen is an option for advisors to manage reminders they have set on advisees. To set a reminder on a particular student, navigate to that student’s profile and click the appropriate link.
   - **Advanced Search** – This screen is highly utilized within the platform and is the screen to search for students by certain criteria and filters.
   - **Lists & Searches** – This screen is where an advisor can access saved searches (from Advanced Search) or their Watch Lists.
   - **Analytics** – This screen provides dashboards on usages and analytics on interactions within the platform.
   - **Institution Reports** – Those with access to institutional reports can access reports based on UD historical data such as Course Analysis report, Major Change Analysis report and more.
   - **Reports** – This screen provides a number of report options based on functionality, data and interactions within the platform.
Opening A New Tab

1. **New Tab:** As with many online platforms, users may find it helpful to open certain screens in a new or additional tab in order to toggle back and forth between screens. In order to do this, right-click on the screen that is desired to be opened (e.g. Advanced Search or Home, etc. menu icon) and click Open Link in New Tab option as displayed below.

![New Tab Option](image)

Top Tool Bar

1. **Top Right-Hand Tool Bar:** The top right-hand tool bar provides additional search features for navigation through the platform.

   **Term** – The term defaults to UD’s active term and dictates the student results found within the platform.

   **Magnifying Glass** – The magnifying glass is the mechanism to search for students within the platform. Advisors can search by UDID# or by name.

   **?** – The ? icon should be utilized to access the EAB Help Center which provides a plethora of resource guides and tutorials.

   **Circular Drop down icon** – This icon provides advisors with access to manage administrative settings as well as the mechanism to logout of the platform.
Hover on Left-hand Menu

1. **Hover on icons:** Users can hover over the menu icon to display the various screen options such as Advanced Search.