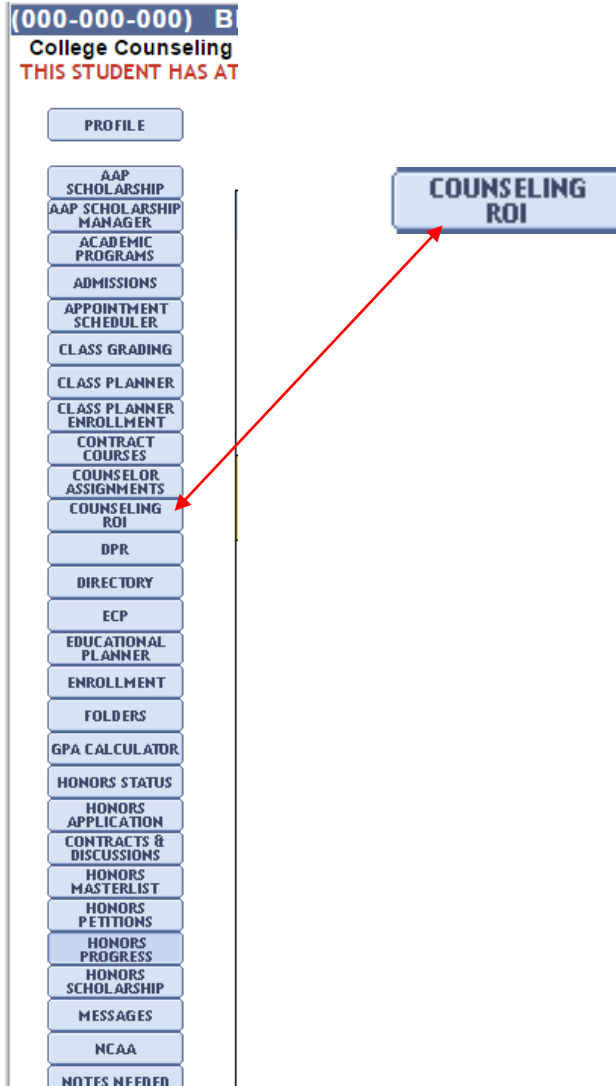


**Counselor Desktop/Message Center
Integration Guide**

November 2016

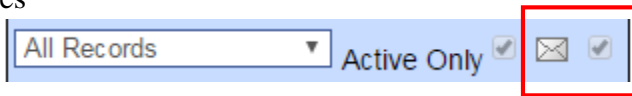
From the **COUNSELOR DESKTOP** menu, select **COUNSELING ROI**



**Counselor Desktop/Message Center
Integration Guide**

November 2016

New Message Filtering option – check/uncheck the box to show/hide Message Center Messages



COUNSELING ROI page – view a Message Center Message

(000-000-000) BRUIN, JOSIE New

College Counseling Unit: Honors
THIS STUDENT HAS AT LEAST ONE PETITION, AND HAS AT LEAST ONE CONTRACT.

PROFILE

AAP SCHOLARSHIP

AAP SCHOLARSHIP MANAGER

ACADEMIC PROGRAMS

ADMISSIONS

APPOINTMENT SCHEDULER

CLASS GRADING

CLASS PLANNER

CLASS PLANNER ENROLLMENT

CONTRACT COURSES

COUNSELOR ASSIGNMENTS

COUNSELING ROI

DPR

DIRECTORY

ECP

EDUCATIONAL PLANNER

ENROLLMENT

FOLDERS

GPA CALCULATOR

HONORS STATUS

HONORS APPLICATION

CONTRACTS & DISCUSSIONS

HONORS MASTERLIST

HONORS PETITIONS

HONORS PROGRESS

HONORS SCHOLARSHIP

MESSAGES

NCAA

NOTES NEEDED

CREATE DROP-IN APPOINTMENT
CREATE NOTE
CREATE MESSAGE

All Records
Active Only

11/1/2016 7:30 PM - Wu, Rong - CIS
College Information Services (CIS)
Testing Summary

10/2/2016 8:44 PM -
Housing
Counseling ROI s4;

9/28/2016 9:05 PM -
**Financial Aid and Scholarships
Counseling Note**

9/28/2016 9:04 PM -
Financial Aid and Scholarships
Counseling ROI s4;

9/27/2016 8:09 PM -
Financial Aid and Scholarships
Test on 9/27/2016

9/27/2016 7:53 PM -
Financial Aid and Scholarships
Counseling ROI s4;

9/27/2016 7:38 PM -
Financial Aid and Scholarships
Counseling Note

9/26/2016 9:30 PM -
Financial Aid and Scholarships
Counseling ROI s4;

9/28/2016 9:05 PM - Counseling Note

Organization	Financial Aid and Scholarships
Subject	Counseling Note
	Counseling Note
	Note Date: 1/23/2008 1:15 PM Student: BRUIN, JOSIE(000-000-000) Organization: CA Counseling Counselor: Chang, Julie Note Type: Administrative
Comments:	(none)
Associated Appointment:	(none)
Case Status	Unassigned
Number of Iterations	0
Reporter	JENNIFER FERNANDEZ
Staff Assignee	
Creation Date	9/28/2016 9:05:00 PM
Last Updated Date	9/28/2016 9:05:00 PM
Link to Case	View case in Message Center

Click to view complete message center details.

Counselor Desktop/Message Center
Integration Guide

November 2016

COUNSELING ROI page – view a Counseling ROI

(000-000-000) BRUIN, JOSIE New

College Counseling Unit: Honors

THIS STUDENT HAS AT LEAST ONE PETITION, AND HAS AT LEAST ONE CONTRACT.

PROFILE

- AAP SCHOLARSHIP
- AAP SCHOLARSHIP MANAGER
- ACADEMIC PROGRAMS
- ADMISSIONS
- APPOINTMENT SCHEDULER
- CLASS GRADING
- CLASS PLANNER
- CLASS PLANNER ENROLLMENT
- CONTRACT COURSES
- COUNSELOR ASSIGNMENTS
- COUNSELING ROI
- DPR
- DIRECTORY
- ECP
- EDUCATIONAL PLANNER
- ENROLLMENT
- FOLDERS
- GPA CALCULATOR
- HONORS STATUS
- HONORS APPLICATION
- CONTRACTS & DISCUSSIONS
- HONORS MASTERLIST
- HONORS PETITIONS
- HONORS PROGRESS
- HONORS SCHOLARSHIP
- MESSAGES
- NCAA
- NOTES NEEDED
- ORG MANAGER
- ORIENTATION APPOINTMENTS

CREATE DROP-IN APPOINTMENT

CREATE NOTE CREATE MESSAGE

Auto-Save [?]

All Records Active Only

11/1/2016 7:30 PM - Wu, Rong - CIS

College Information Services (CIS)
Testing Summary

- 10/2/2016 8:44 PM - Housing Counseling ROI s4;
- 9/28/2016 9:05 PM - Financial Aid and Scholarships Counseling Note
- 9/28/2016 9:04 PM - Financial Aid and Scholarships Counseling ROI s4;
- 9/27/2016 8:09 PM - Financial Aid and Scholarships Test on 9/27/2016
- 9/27/2016 7:53 PM - Financial Aid and Scholarships Counseling ROI s4;
- 9/27/2016 7:38 PM - Financial Aid and Scholarships Counseling Note
- 9/26/2016 9:30 PM - Financial Aid and Scholarships Counseling ROI s4;
- 9/26/2016 9:28 PM - Financial Aid and Scholarships Test on 9/26/2016

11/1/2016 7:30 PM - Wu, Rong - CIS

Appointment Type: **CIS - Testing (20 min)**

Cumulative Units: **110** Academic Action

Contract Course Association: (none)

Summary: Testing Summary

Topics Discussed: subject 1; subject 3; subject 5

Referrals: **AAP Counselor:** Address: 218 Student Activities Center; Phone: 310-825-1742; Contact: Aero; Email: askierso@ucla.edu; Message Center Link: askierso@ucla.edu; Web: www.sscnet.ucla.edu/afrotc/
Academics in the Commons: Address: 203 Covell Commons; Phone: 310-206-1493; Contact: Academics in the Commons - Bruce Barbee; Email: bbarbee@college.ucla.edu.; Web: www.college.ucla.edu/up/workshops/
CARE: Address: 2121 Life Sciences Bldg.; Phone: 310-206-2182; Contact: Dr. Audrey Cramer; Email: ursem@lifesci.ucla.edu; Web: www.college.ucla.edu/urc-care/

Department Referrals: **Aerospace Studies:** Address: 218 Student Activities Center; Phone: 310-825-1742; Note: Aero; Email: askierso@ucla.edu; Message Center Link: <http://myucla.edu/mcl>; Web: www.sscnet.ucla.edu/afrotc/
Contact: John Doe; Address: Murphy Hall; Phone: 3315; Email: jdoe@ucla.edu; Message Center Link: <http://my.ucla.edu>

Counselor Desktop/Message Center
Integration Guide

November 2016

SEND ROI page – NEW Send ROI option (replaces the OLD Send ROI option)

1. Click **Send ROI** icon

Step #1

(000-000-000) **BRUIN, JOSIE** New

College Counseling Unit: Honors
THIS STUDENT HAS AT LEAST ONE PETITION, AND HAS AT LEAST ONE CONTRACT.

PROFILE

- AAP SCHOLARSHIP
- AAP SCHOLARSHIP MANAGER
- ACADEMIC PROGRAMS
- ADMISSIONS
- APPOINTMENT SCHEDULER
- CLASS GRADING
- CLASS PLANNER

CREATE DROP-IN APPOINTMENT
CREATE NOTE CREATE MESSAGE Auto-Save [7]

All Records Active Only

11/1/2016 7:30 PM - Wu, Rong - CIS	Appointment Type	CIS - Testing (20 min)
College Information Services (CIS) Testing Summary	Cumulative Units	110 Academic Action
10/2/2016 8:44 PM - Housing		

Counselor Desktop/Message Center
Integration Guide

November 2016

(000-000-000) BRUIN, JOSIE New

College Counseling Unit: Honors
THIS STUDENT HAS AT LEAST ONE PETITION, AND HAS AT LEAST ONE CONTRACT.

PROFILER CREATE DROP-IN APPOINTMENT
CREATE NOTE CREATE MESSAGE

Step #3 Auto Save [?]

Send ROI to the Student Send Message Cancel

Queue(s): Arts

Step #2

Summary:

Record of Interview

Date of Interview: 11/1/2016 7:30 PM
 Student: BRUIN, JOSIE (000-000-000)
 Counselor: Wu, Rong - CIS
 Contract Course Association: (none)
 Summary of Interview: Testing Summary
 Major: Biomedical Physics
 Academic Action:
 Cumulative Units: 110

Topics Discussed: subject 1, subject 3, subject 5

Referral: AAP Counselor
 Address: 218 Student Activities Center
 Phone: 310-825-1742
 Contact: Aero
 Email: askierso@ucla.edu
 Message Center Link: http://myucla.edu/mcl
 Web: www.sscnet.ucla.edu/afrotc/

Referral: Academics in the Commons
 Address: 203 Covell Commons
 Phone: 310-206-1493
 Contact: Academics in the Commons - Bruce Barbee

This message will be sent securely to the student by creating a Message Center case. The student will receive a MyUCLA Notice as well as an email alert letting them know that a message is waiting for them in the MyUCLA Message Center. The student will have the option to reply to your message via the message center.

- You **must** select a Message Center queue (if you only have one, it will automatically be selected for you). Just like all messages sent via Message Center, the student will receive an e-mail and a MyUCLA Notice to indicate that they have received your ROI message.

No Queues warning – you must have at least one Message Center Queue assigned to you in order to use this feature. If you don't have any queues, the following message displays:

*In order to send an ROI, you must be assigned to at least one Message Center Queue.
 Please request access from your department's Message Center administrator or contact UIT for assistance.*

Contact your department's Message Center Administrator for access, or, if you are not sure who your administrator might be, contact UIT at helpdesk@college.ucla.edu or (310) 206-4525.

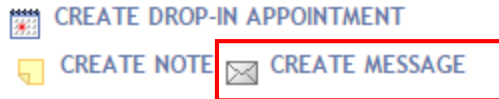
- Click **Send Message**

**Counselor Desktop/Message Center
Integration Guide**

November 2016

SEND ROI page – Create a Generic Message

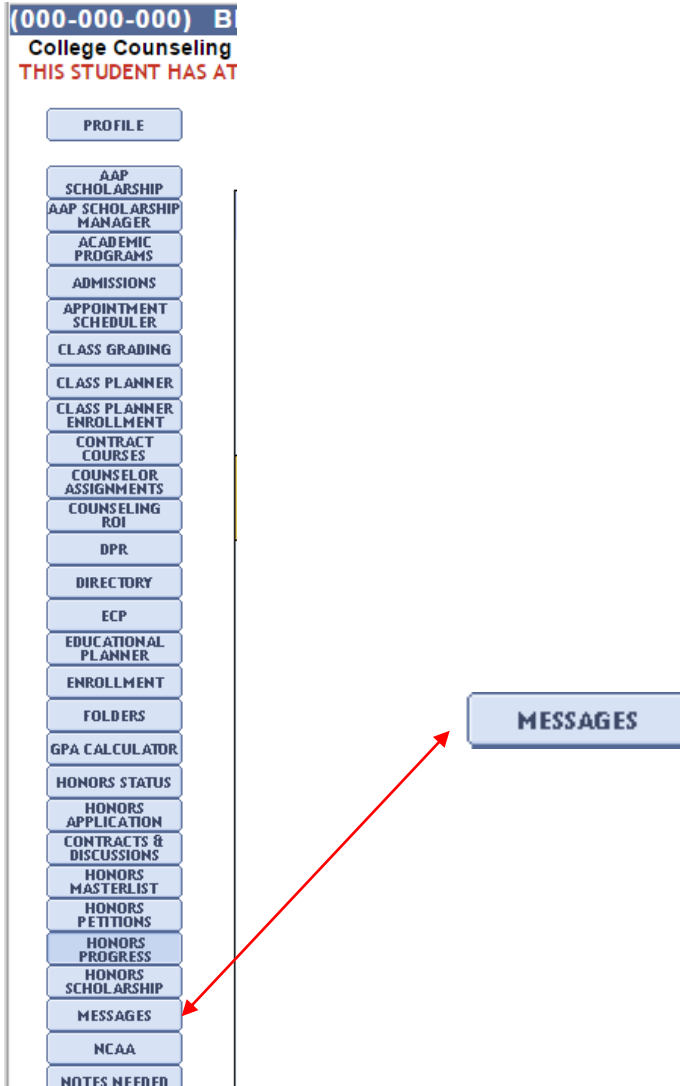
Use this to send a generic message to the student (this icon will take you directly to the MyUCLA Message Center).



**Counselor Desktop/Message Center
Integration Guide**

November 2016

From the **COUNSELOR DESKTOP** menu, select **MESSAGES**



**Counselor Desktop/Message Center
Integration Guide**

November 2016

The MESSAGES page will provide a link to the MYUCLA MESSAGE CENTER (for advanced message center options) and lists all the legacy messages sent to the selected student prior to the MESSAGE CENTER rollout.

(000-000-000) BRUIN, JOSIE		New
College Counseling Unit: Honors		
THIS STUDENT HAS AT LEAST ONE PETITION, AND HAS AT LEAST ONE CONTRACT.		
PROFILE	Send a new message to this student	
AAP SCHOLARSHIP	View Message Center Messages for this Student	
AAP SCHOLARSHIP MANAGER	(https://sa.ucla.edu/messagecenter/staff) on Counseling ROI page	
ACADEMIC PROGRAMS	All Messages to this Student prior to Message Center Rollout	
ADMISSIONS	No Messages Found	

From the COUNSELOR DESKTOP menu, select MY MESSAGES



The MY MESSAGES page will continue to show the history of ALL messages you have sent using the old Messages feature.

Messages You Have Sent				
	Date Sent	Sent To	Read	
	11/16/2012 3:35 PM	SPREITZER, CHRISTIAN JOHN	No	
	12/3/2007 2:49 PM	BRUIN, JOSIE	12/3/2007 5:15 PM	
	12/3/2007 2:48 PM	BRUIN, JOSIE	12/3/2007 5:15 PM	
	8/24/2006 11:18 AM	BRUIN, JOSIE	8/24/2006 11:18 AM	
	8/22/2002 11:49 AM	BRUIN, JOSIE	11/16/2012 3:36 PM	