MyCUHub allows Student Success team members to share student data in order to provide a richer engagement experience. The information in this document covers some options for updating meeting information and maintaining student meeting information efficiently.

Meeting workflow
Best practice recommendation: Manage meetings from the fly-out

Clicking on the student name opens the student’s record. (If the student is a No Show, edit the meeting status here. A log is not required for No Shows.)
From here, click on **Start** to start the timer:

Once the timer is activated, the background will change to black and the other options become available.

When the meeting is over, click on the **Finish** button. This will stop the timer, open the panel for entering the student log, and mark the meeting as Attended. The log will automatically be associated with the meeting.
Calendar Option

The other option for updating meeting information is to edit the meeting through the calendar appointment. After an appointment, click on the meeting time and update the status. In the example below, the student scheduled for Tuesday, 4/12 at 10:30. If the student was a no show, the status can be updated here. Past meetings can be updated in the same way.

This option is not recommended for meetings that were held and will need to be logged. Logging on a student’s feed directly will not remove the meeting from the To-Do List.
Fly-out Information and Tips

The My Meetings section can present 3 different lists of meeting information:

- **Today’s Meetings** displays all meetings for the 24-hour period of the current day. All meeting statuses are displayed.
- **Upcoming Meetings** displays meetings that have a status of Invited or Confirmed and are taking place in the next 7 days.
- **To-Do List** displays incomplete meetings from June 1, 2016 and forward. Meetings that appear in the To-Do List fall into 2 different possible criteria:
  - There is not a log associated to the meeting and the meeting has a status of Invited, Confirmed, or Attended
  - There is a meeting log have a log recorded, but do not have the status of Attended

To see a list of unfinished appointments in the past (“to-do list”), click the arrow in line with “Today’s Meetings” to expand options:

![My Meetings](image)

To get a full list of items in the Today’s Meetings, Upcoming Meetings or To-Do List, select the meeting time frame and then click on the diagonal arrow. This will open a wider view of the meeting list, with the same options as the drop-down menu.
<table>
<thead>
<tr>
<th>Actions</th>
<th>Invtee</th>
<th>SID</th>
<th>Meeting Name</th>
<th>Status</th>
<th>Meeting Time/Date</th>
<th>Student Outcome</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Log</td>
<td>Albert Einstein</td>
<td>TextSid_1234321</td>
<td>TEST</td>
<td>Attended</td>
<td>07/05/2016 4:15 PM MDT (GMT-06:00)</td>
<td></td>
<td>Individual Appointment</td>
</tr>
<tr>
<td>Log</td>
<td>Sally Z9ZSPRLD01</td>
<td>100567993</td>
<td>Ralphie 1:1</td>
<td>Attended</td>
<td>07/05/2016 4:30 PM MDT (GMT-06:00)</td>
<td></td>
<td>Individual Appointment</td>
</tr>
</tbody>
</table>

**MyCUHub Tips**

**To-Do List**
Open the To-Do List in the expanded view every day before beginning new meetings to insure that all previous meetings are updated. Or, this can be done at the end of the day to make sure everything is updated for current and prior days.

**Scheduling meetings - buffer**
When setting up meeting times, use the buffer to build in time to complete the logging process and to prepare for the next meeting.
Logs – demystifying the tags

A log that is associated to a meeting will include specific tags that are added automatically to the log post. This is how the system determines if a meeting was logged, and is the primary reason for logging meetings through the fly-out at the completion of a meeting.

The red-circled tags indicate that this log was associated to a meeting. The blue-circled tags indicate that it is a log made by an Academic Advisor.
Searching feeds
To see only the posts made by an Academic Advisor, try entering #a* in the search field, and then press Enter. The ‘*’ is a wildcard character and the ‘#a’ portion will pull up posts that include a tag which starts with ‘#a’, for example #AcademicAdvising. Searching on a particular tag will eliminate mass messages or logs from the search results. (these posts are tagged as with #massLog or #massmessage)

Multiple tabs
Using multiple tabs may add complexity to the timing process and cause unexpected behavior in MyCUHub. If errors are noticed, try limiting the number of tabs that are running active MyCUHub calendar timers.

Pop-ups and AdBlockers
In general, the best practice is to deactivate popup blockers and ad blockers on MyCUHub. Some of the dialog boxes and remote data call results are treated as popups and may not function as expected if a blocker is running on the MyCUHub page.

Please contact us with any questions or issues at help@colorado.edu.