Faculty Advising and Mentoring (FAM) LMC Connect Training Packet

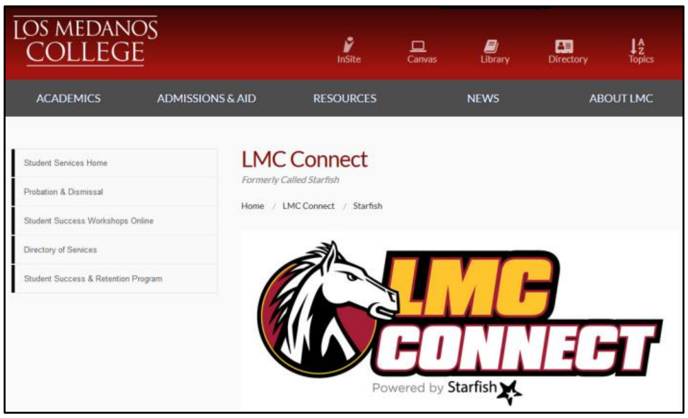
1. How to access and log in to LMC Connect
2. How to set up your profile
3. How to set up your appointment preferences
4. How to set up your notification preferences
5. How to set up your office hours
6. How to create and edit individual appointments
7. How to create group sessions

Questions?

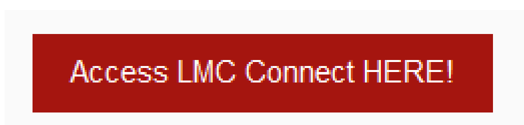
Website: www.losmedanos.edu/lmcconnect
Email: LMCConnect@losmedanos.edu

How to access and log in to LMC Connect

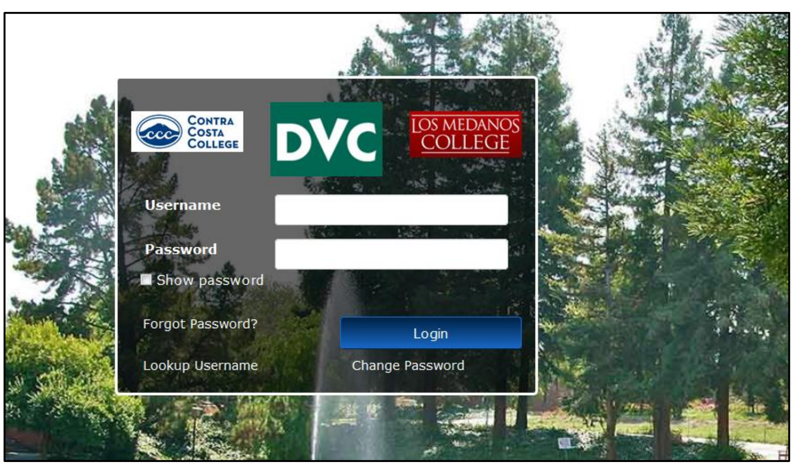
1. **Go to: www.losmedanos.edu/lmcconnect**



2. **Click "Access LMC Connect HERE"**

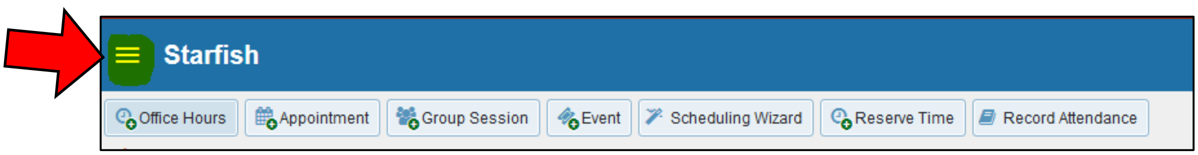


3. **Log in using your 4CD credentials**

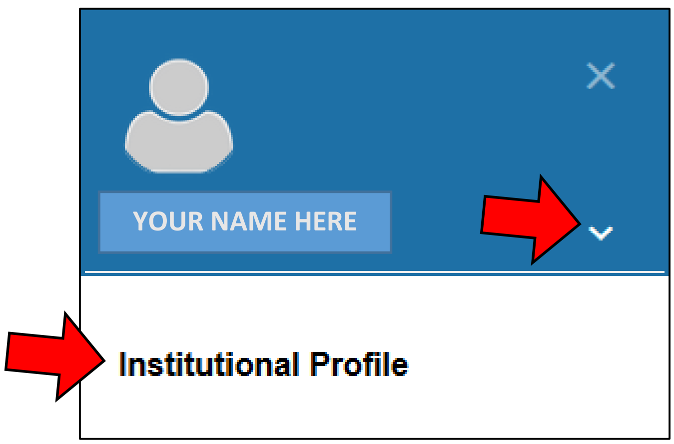


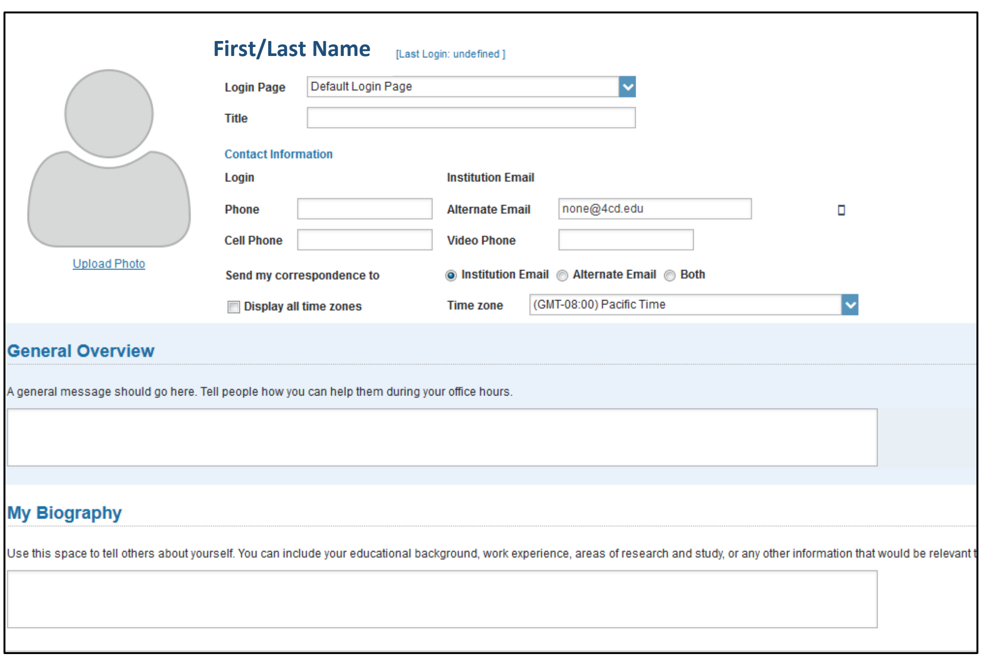
How to set up your profile

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)



3. From the menu, click the down arrow next to your name then click “Institutional Profile”

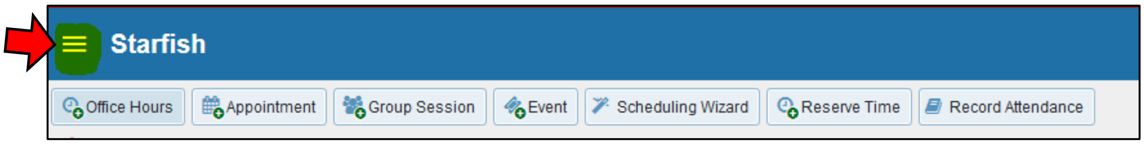




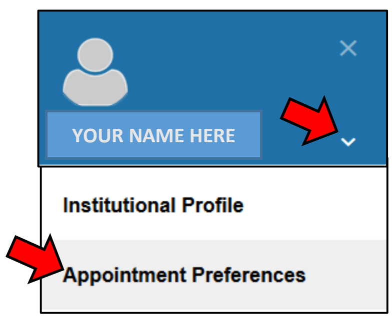
LMC CONNECT
Powered by Starfish

How to set up your appointment preferences

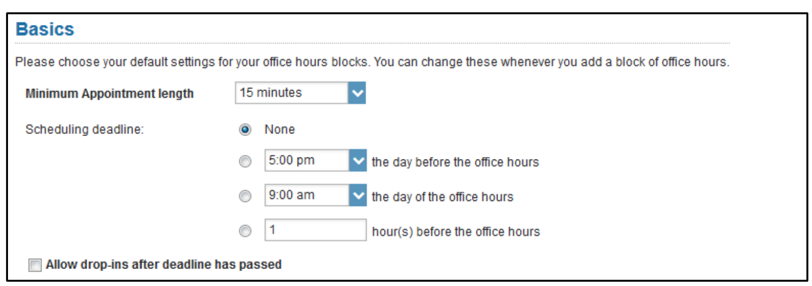
1. **Log in to LMC Connect** –see "How to log in to LMC Connect" for more instructions
2. Click the [illegible]**own menu** at the top of the page (box with 3 lines next to the word Starfish)

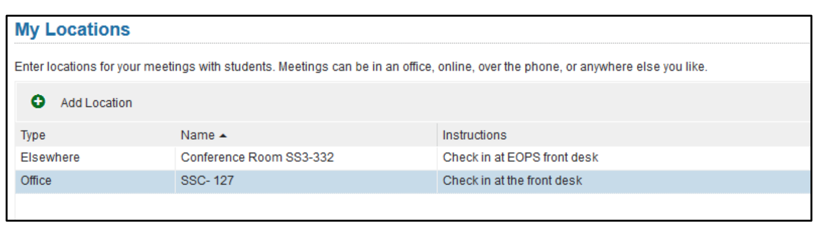


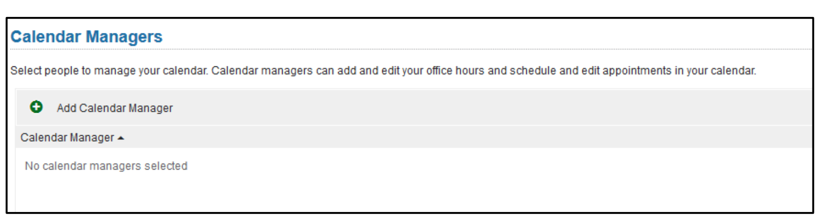
3. From the menu, click the down arrow next to your name then click "**Appointment Preferences**"



4. **Enter your preferences**

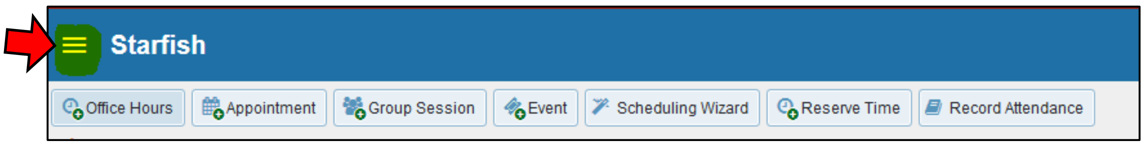




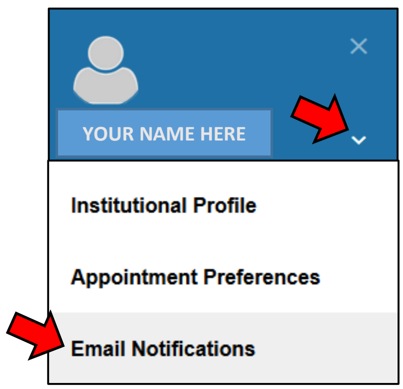


How to set up your notification preferences

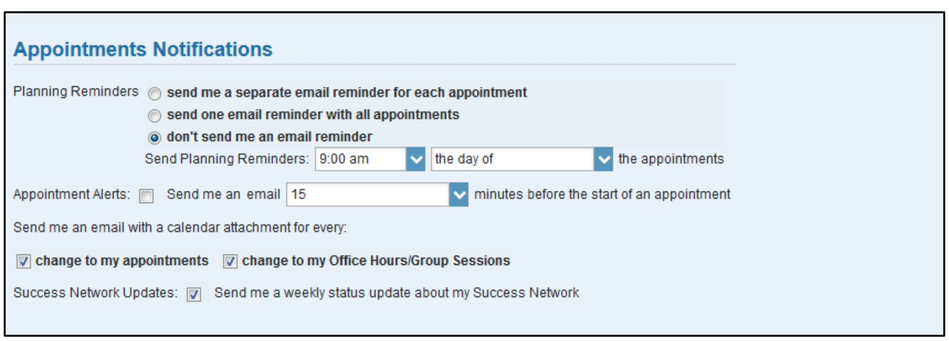
1. Click the **drop down menu** at the top of the page (box with 3 lines next to the word Starfish)

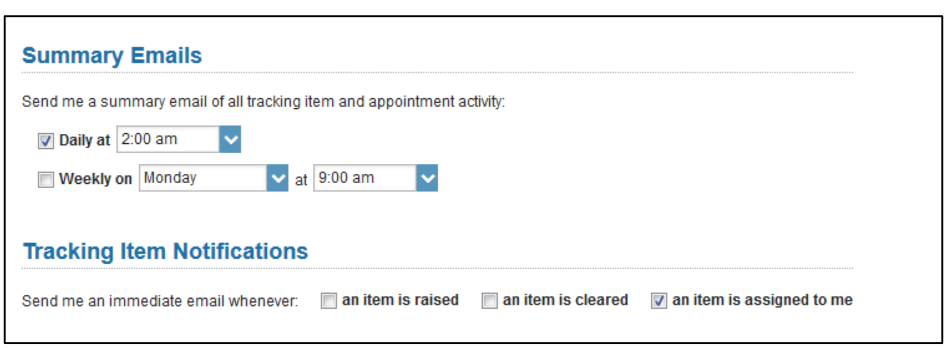


2. From the menu, click the down arrow next to your name then click "**Email Notification**"



3. **Enter your preferences**

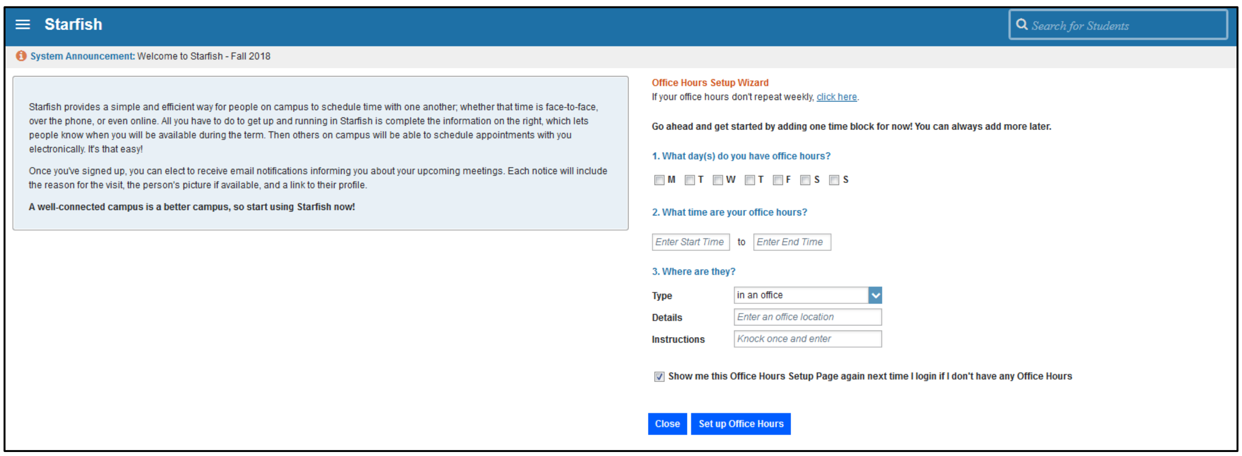




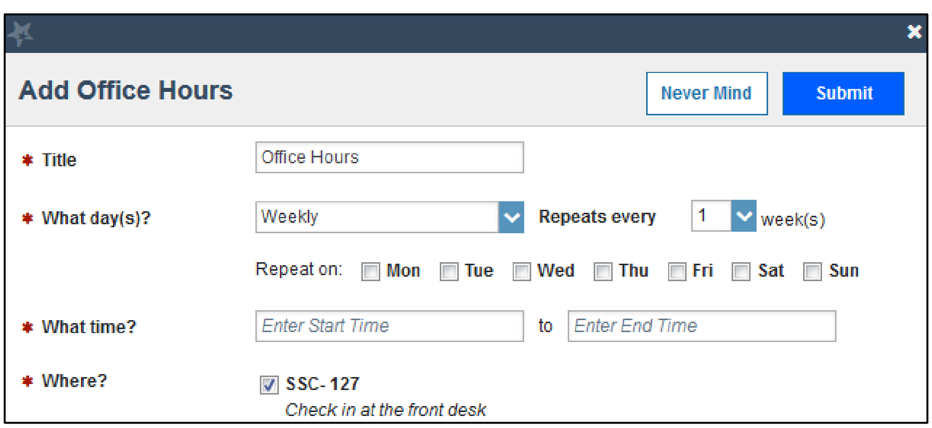
How to set up your office hours

NOTE: Setting up your office hours will allow students to make appointments with you through LMC Connect. An outlook reminder will be sent to you regarding your office hours. You will also receive an email notification if a student schedules an appointment.

1. **Log in to LMC Connect** –see “How to log in to LMC Connect” for more instructions
2. If it’s your first time logging into LMC Connect, the **Office Hours Setup Wizard** will be the default page



3. If it’s not your first time logging into LMC Connect, click the “Office Hours” link from the top menu

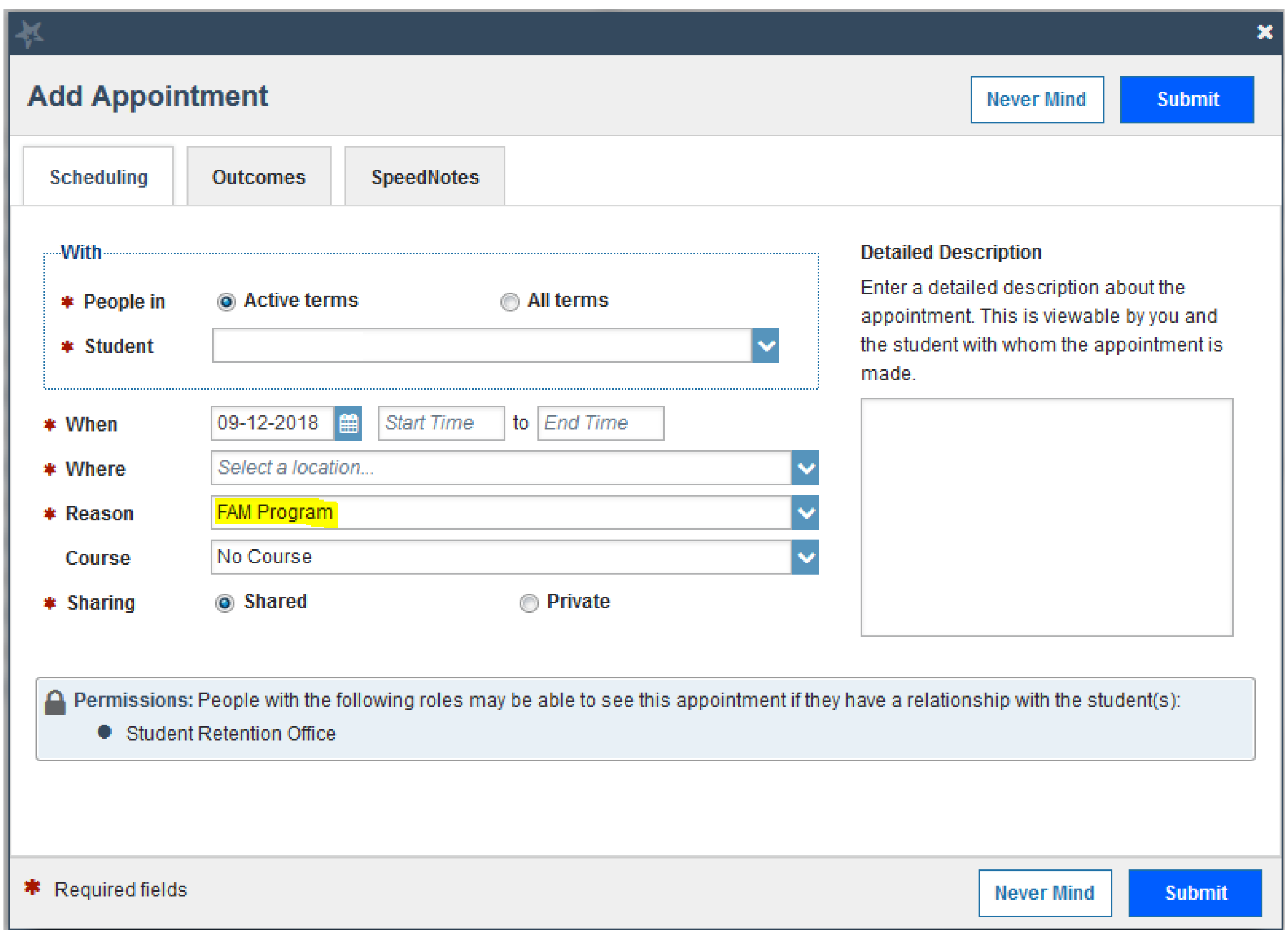


How to create and edit individual appointments

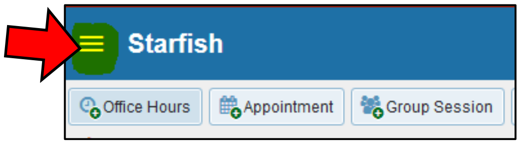
1. **From the homepage, click “Appointment”**

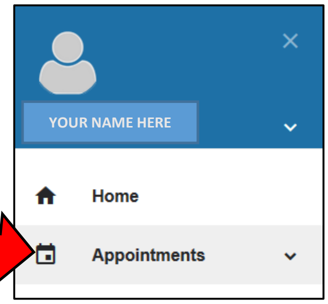
2. **Add appointment details –** student, date, time, location, reason, etc.

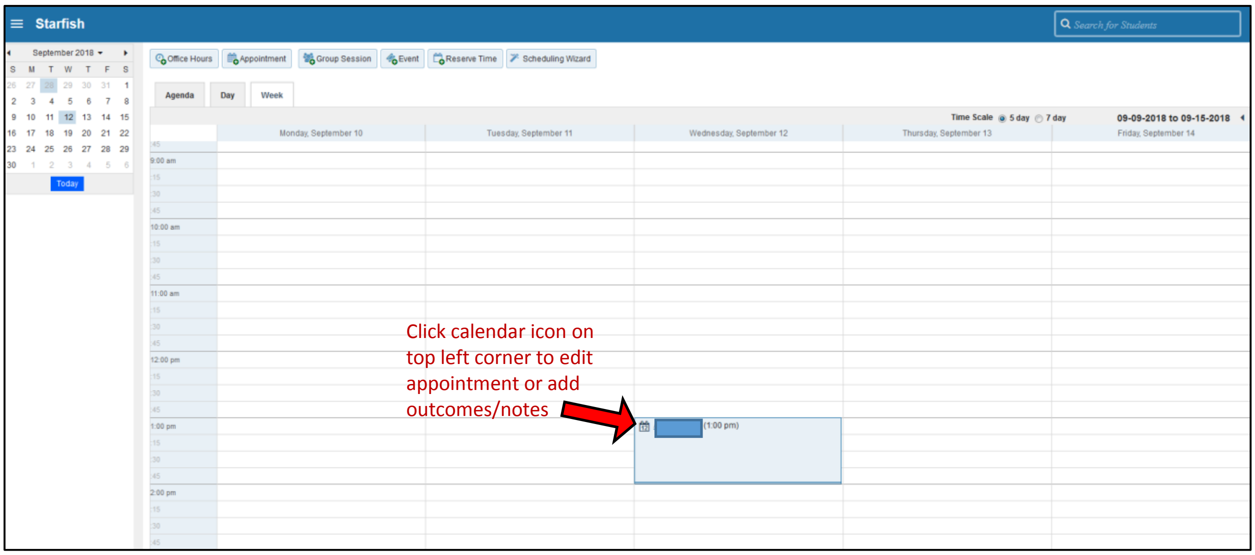
Note: Location options are set based on your appointment preferences; please refer to “How to set your appointment preferences” for more instructions



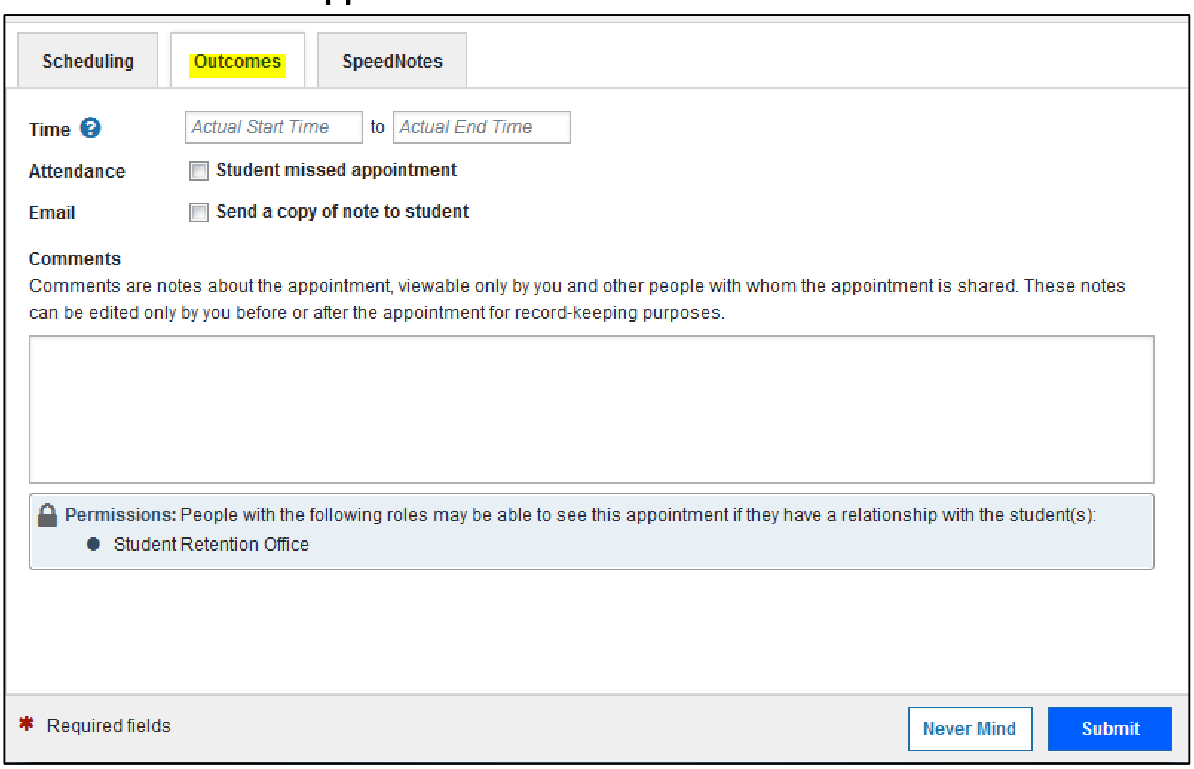
3. **All appointments will show up on your calendar**



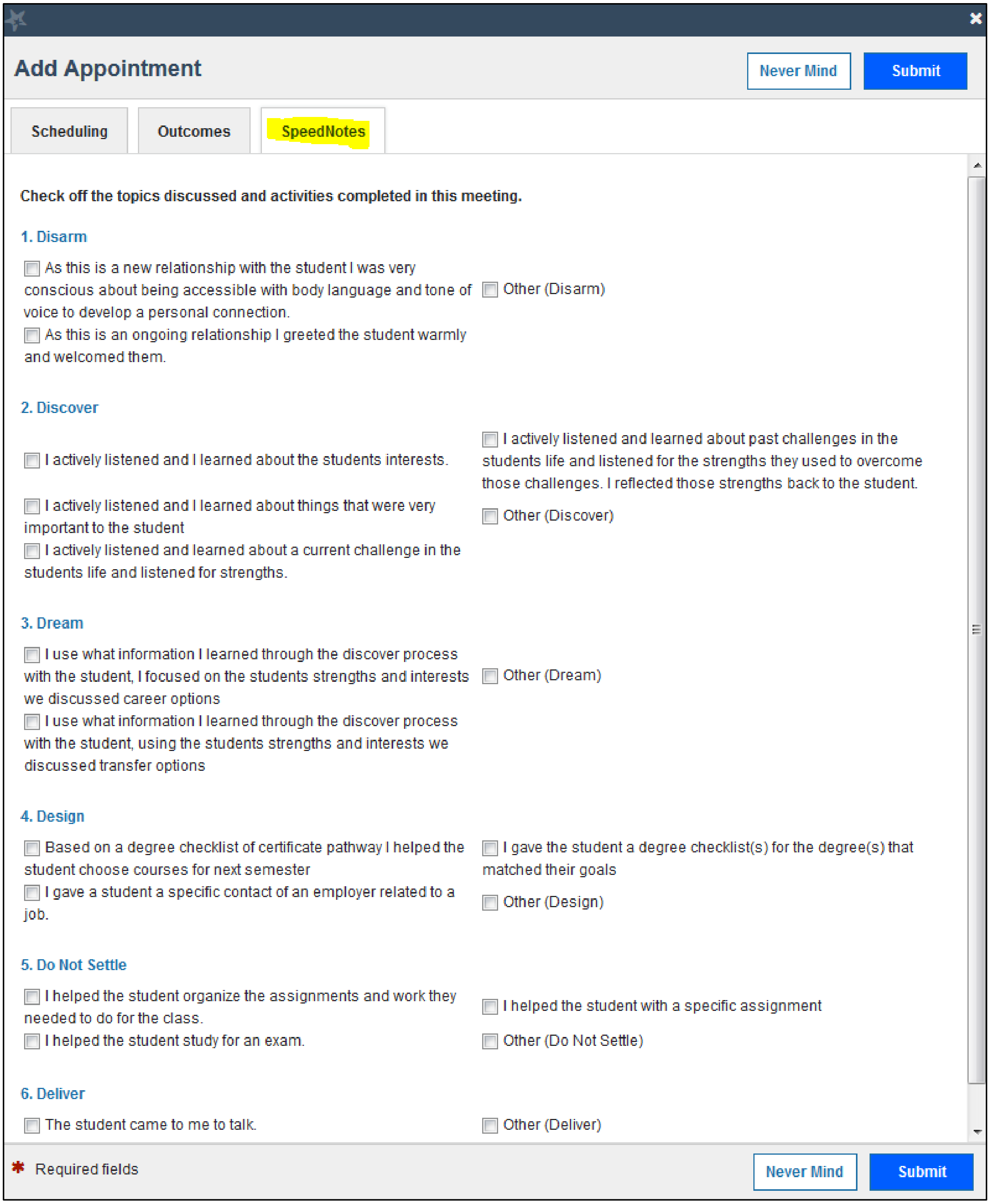




4. **Record outcome of appointment**



5. **Speed Notes—** reason for appointment must be noted as “FAM Program” for appropriate Speed Notes to show up



Add Appointment

Never Mind | Submit

Scheduling | Outcomes | SpeedNotes

Check off the topics discussed and activities completed in this meeting.

1. Disarm

- [ ] As this is a new relationship with the student I was very conscious about being accessible with body language and tone of voice to develop a personal connection.
- [ ] As this is an ongoing relationship I greeted the student warmly and welcomed them.
- [ ] Other (Disarm)

2. Discover

- [ ] I actively listened and I learned about the students interests.
- [ ] I actively listened and I learned about things that were very important to the student
- [ ] I actively listened and learned about a current challenge in the students life and listened for strengths.
- [ ] I actively listened and learned about past challenges in the students life and listened for the strengths they used to overcome those challenges. I reflected those strengths back to the student.
- [ ] Other (Discover)

3. Dream

- [ ] I use what information I learned through the discover process with the student, I focused on the students strengths and interests we discussed career options
- [ ] I use what information I learned through the discover process with the student, using the students strengths and interests we discussed transfer options
- [ ] Other (Dream)

4. Design

- [ ] Based on a degree checklist of certificate pathway I helped the student choose courses for next semester
- [ ] I gave a student a specific contact of an employer related to a job.
- [ ] I gave the student a degree checklist(s) for the degree(s) that matched their goals
- [ ] Other (Design)

5. Do Not Settle

- [ ] I helped the student organize the assignments and work they needed to do for the class.
- [ ] I helped the student study for an exam.
- [ ] I helped the student with a specific assignment
- [ ] Other (Do Not Settle)

6. Deliver

- [ ] The student came to me to talk.
- [ ] Other (Deliver)

* Required fields

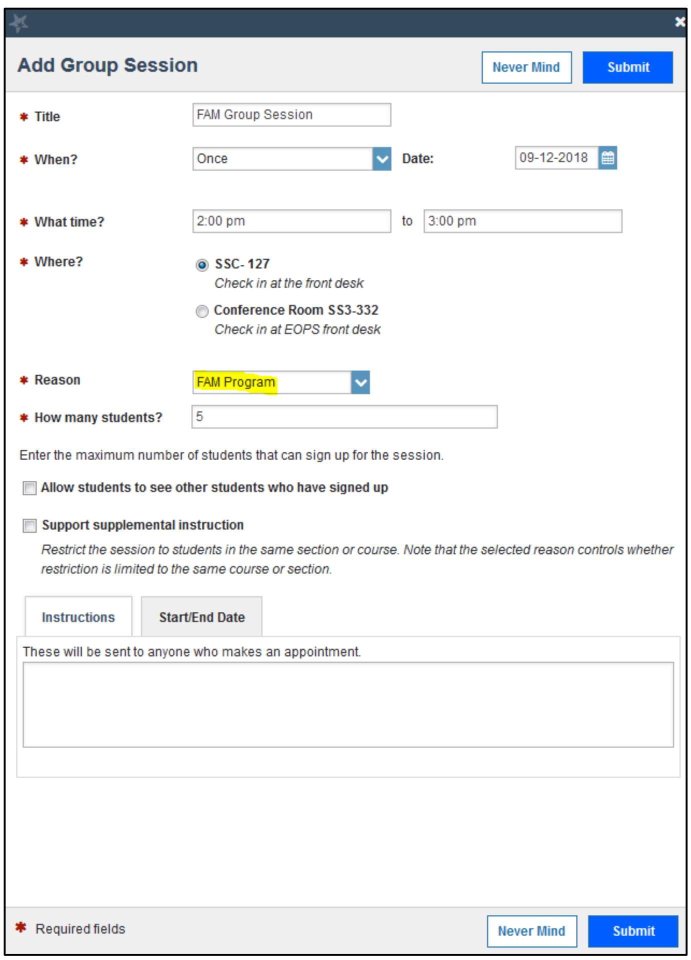
Never Mind | Submit

How to create group sessions

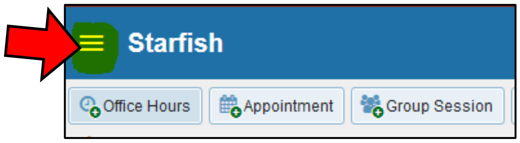
1. **From the homepage, click "group session"**

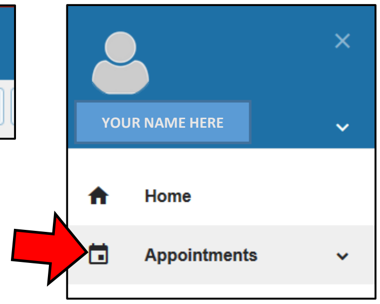
2. **Add group session details –** name, date, time, location, purpose, max # of attendees

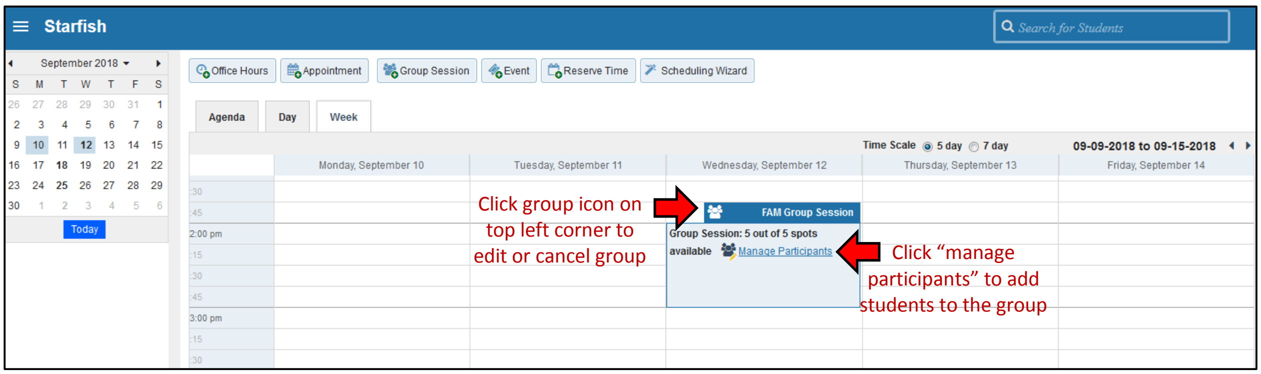
Note: Location options are based on your appointment preferences; please refer to "How to add

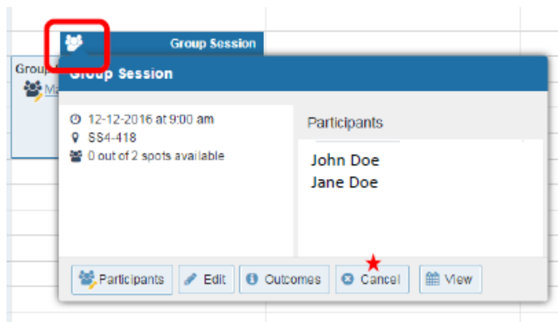


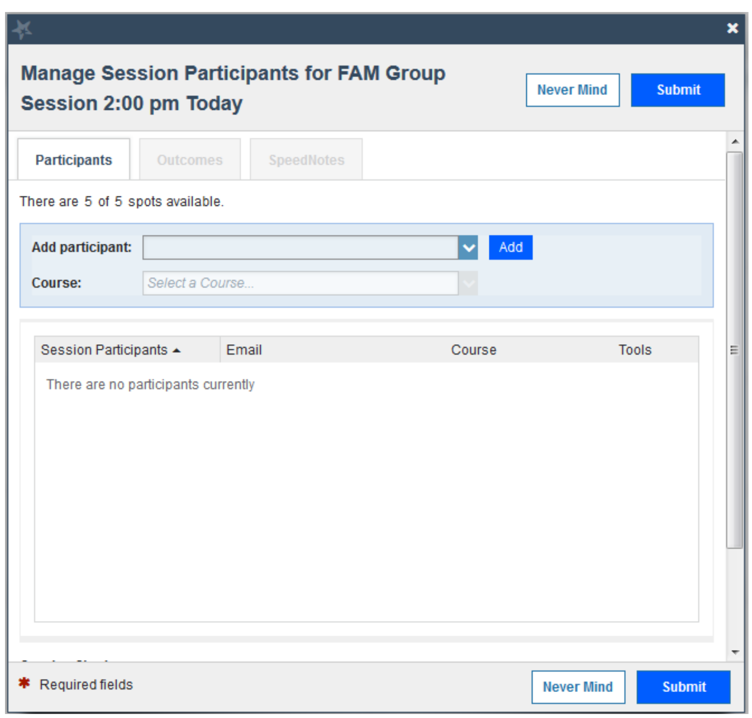
3. **All group sessions created will shop up your calendar**



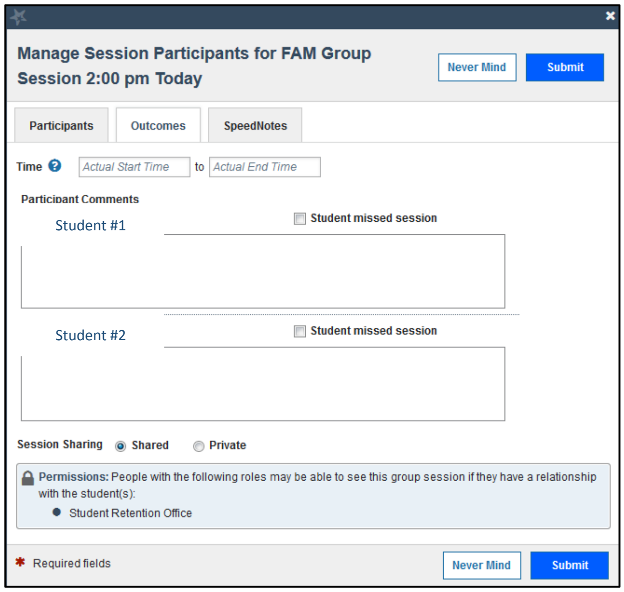








4. **Record outcome of group session**



5. **Speed Notes—**reason for appointment must be noted as "FAM Program" for appropriate Speed Notes to show up