

# Phi Theta Kappa

**Advisor Guide** 

# **Contents**

Welcome	3
What is CollegeFish.org?	3
Who has access to CollegeFish.org?	3
How much does it cost to use CollegeFish.org?	4
Logging In	4
Getting an Account	4
Forgot your login?	4
Calendar	5
Toolbar	6
New Items	7
Existing Items	9
Reports Menu	10
Next Transfer Step	10
Popular Transfer Choices	11
Completed Transfers	12
Schools Menu	13
Search for Schools	14
Browse School List	17
Scholarships Menu	18
Search for Scholarships	19
Browse Scholarship List	19
Planning Menu	20
Search for Students	20
View Transfer Steps	21
View Resources at School	21
Users Menu	21
My Profile	21
Change Password/Username	21
Support	21

#### Welcome

# What is CollegeFish.org?

CollegeFish.org is an online platform created by Phi Theta Kappa Honor Society to help community college students maintain momentum toward completing their work at their community college and successfully transfer to a four-year institution. CollegeFish.org brings two-year college administrators, advisors and students together with four-year college admissions counselors all on a platform that is available online 24x7.

# Who has access to CollegeFish.org?

#### **Community Colleges**

Community colleges can enter into a partnership with Phi Theta Kappa to bring the CollegeFish.org platform to their campuses. Partnership provides every student enrolled at the school access to the tools of the CollegeFish.org platform. In addition, advisors and administrators have access to the platform to monitor the progress of their students toward their academic goals. For more information on becoming a community college partner, please visit our website at www.collegefish.org.

#### **Four-vear Colleges**

CollegeFish.org allows four-year colleges to report available scholarships and add transfer-relevant events to their calendars. With a subscription, CollegeFish.org also allows them to actively recruit the best fit two-year college transfer student by entering search criteria that they are looking for in a transfer student. Recruiters can view limited data on counselors and can only recruit students who have given permission in their student profile. For more information on becoming a four-year college partner, please visit our website at www.collegefish.org.

#### Phi Theta Kappa Members and Advisors

For students who have accepted membership into Phi Theta Kappa, CollegeFish.org is provided as a key benefit of membership and enrollment is automatic. In addition, Phi Theta Kappa advisors have automatic access to CollegeFish.org. Both advisors and members may simply log in using their Phi Theta Kappa username and password. Your school does not need to be a CollegeFish.org partner for you to have access to the platform.

Note: Phi Theta Kappa advisors cannot view students who are not Phi Theta Kappa members in CollegeFish.

# How much does it cost to use CollegeFish.org?

Four-year college recruiters must pay a subscription fee for access to CollegeFish.org. Community colleges pay nothing to become a partner and students pay nothing to use the platform: access to CollegeFish.org is free. It doesn't get any better than that!

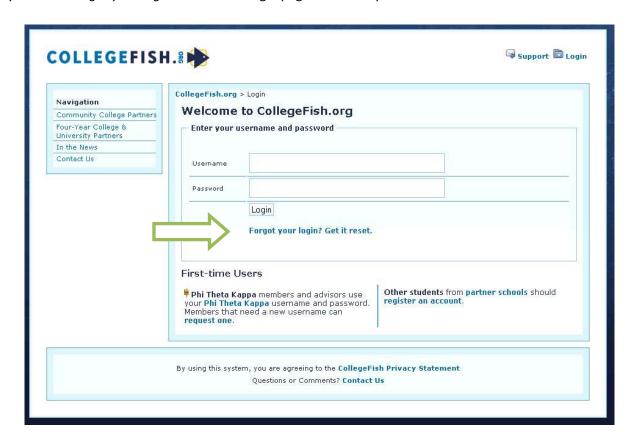
# **Logging In**

# **Getting an Account**

Phi Theta Kappa members and advisors can utilize their Phi Theta Kappa username and password to login. Some school administrators will have their accounts created by CollegeFish staff when they begin their partnerships. Most other users will have their accounts created for them by their school.

## Forgot your login?

If you have forgotten your username or password you can request that a new one be sent to you. Simply click the *Forgot your login?* link on the login page and enter your email address.



### Calendar

The main homepage for advisors features the calendar. The calendar allows events and deadlines to be communicated to your students. Each community college has a calendar that every student at that school can view. In addition to their school calendar, Phi Theta Kappa members have a chapter calendar that only they and their advisors can see. Advisors can add new items to these calendars and the appropriate students will automatically see these events when they login.



#### **Toolbar**

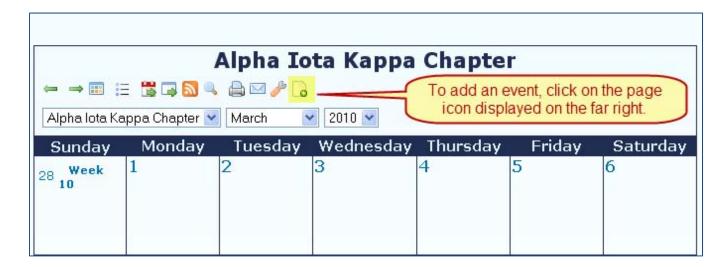
At the top of the calendar, you will notice a series of clickable icons. See the list of actions below.

Tip: hover your mouse over any icon in the program to see what it can do for you.



#### **New Items**

To add an event to a particular day on the calendar, click on the page icon as shown in the screenshot below.

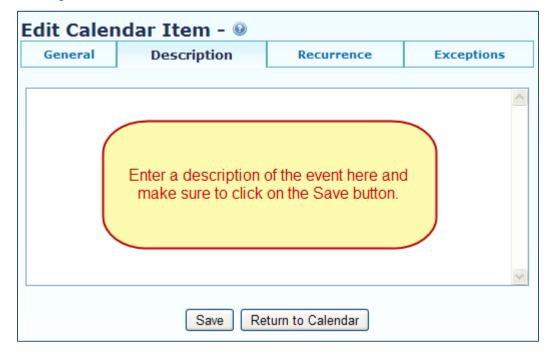


You will be taken to a page with four tabs. The fields for *Calendar, Contact Name*, and *Contact Info* should prepopulate.

#### **General Tab**

OLLEGEFIS	Hello Charlene Sandifer at Alpha Iota Kappa Ch	_
Planning Search for Students	Edit Calendar Item - 😡	
View Transfer Steps View Resources at School	General Description Recurrence Exceptions	
Reports	Calendar Alpha lota Kappa Chapter Please title your event.	
Next Transfer Step		
Popular Transfer Choices	Title	
Completed Transfers	Approved Item Type Normal Privacy None	
Schools	Contact Name Your caler	dar
Search for Schools	Contact Name Your caler contact name	
Browse School List	Contact Info info should	
Scholarships	/ populate it	
Search for Scholarships	Addl. Info URL information i	
Browse Scholarship List	Starting Date Start Time out in your p	rofile
Users	End Date Time You can a	
My Profile	additional w	
Change Password/Username	Time Zone US/Central in this fiel direct yo	
	Save Return to Calendar students to event web	o an

#### **Description Tab**



#### **Recurrence Tab**

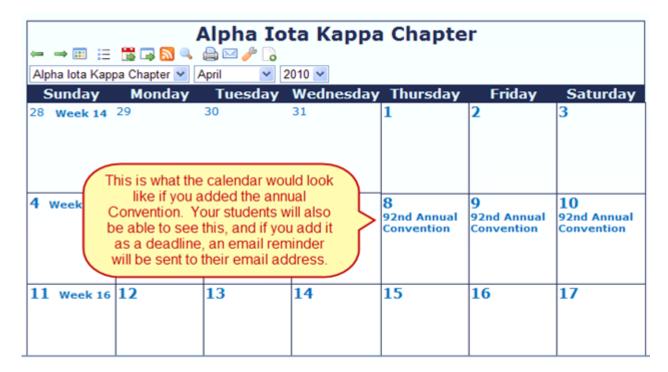


#### **Exceptions Tab**



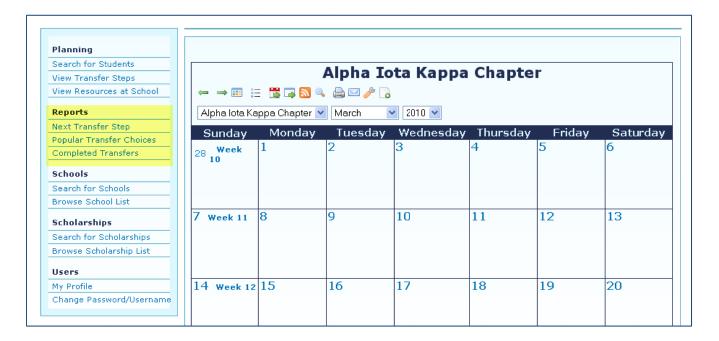
# **Existing Items**

Click on the item description in the calendar to see more details or to edit the item.



# Reports Menu

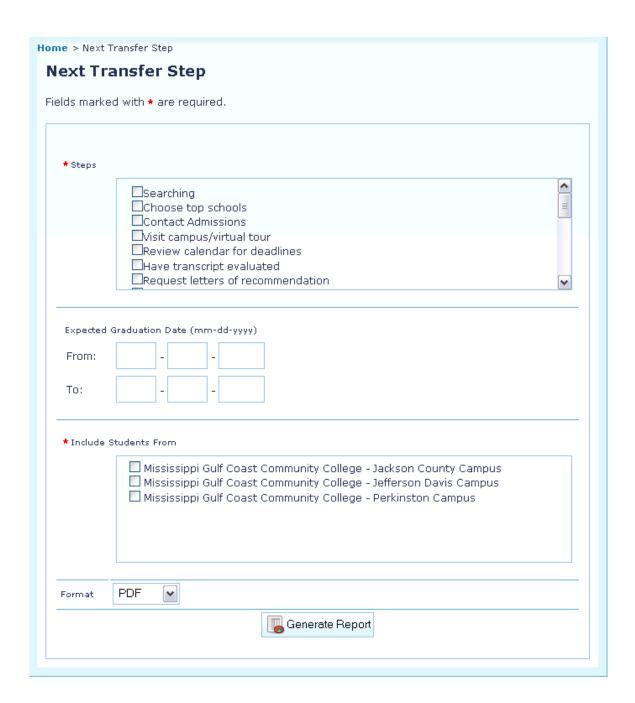
Three reports are available to provide you with data about what is happening with your students. If your school has multiple campuses, administrators can run these reports against any of their students across all campuses. Phi Theta Kappa advisors may only run reports against the students in their chapter.



# **Next Transfer Step**

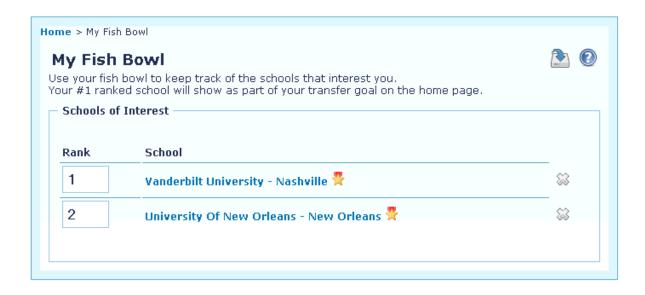
All students are provided with a list of *Next Steps* to follow as they more toward completion and transfer. This list of steps contains transfer milestones and deadlines to help keep them on track. Each student is given a particular time period in which to complete each step, depending on when they plan to graduate or transfer. You may use the *Next Transfer Step* report as an intervention tool to help you identify which students have already reached a particular milestone and which students are not keeping pace.

• Tip: Click on *View Transfer Steps* from the *Planning* menu to see a complete listing of transfer milestones.



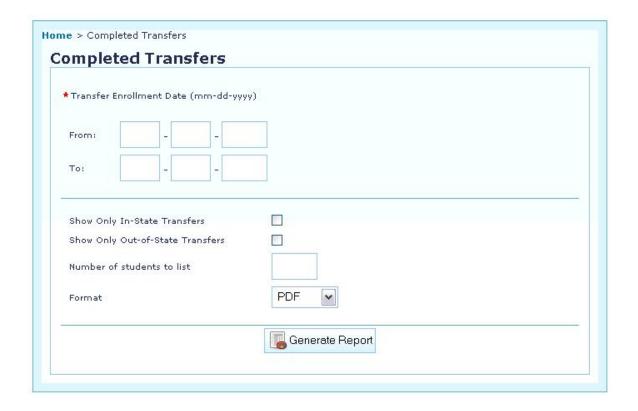
# **Popular Transfer Choices**

Not all students articulate which colleges are their top choice, and sometimes it is hard to keep track of them all. In CollegeFish, each student can place colleges and universities in a list of favorites called the *Fish Bowl* (example on next page). Deadlines for these schools are placed in the student's calendar and added to the list of *Next Steps*. In addition, recruiters can know whether a student has indicated interest in their school through the *Fish Bowl*. As an advisor, the *Popular Transfer Choices* report allows you to identify the most popular schools in which your students are interested.



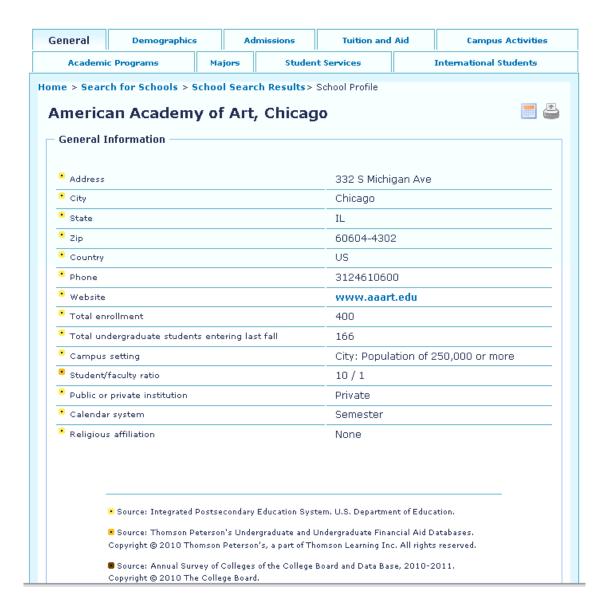
# **Completed Transfers**

Students rank their most preferred school and indicate their expected transfer date in CollegeFish. The *Completed Transfers* report allows you to see which students have verified that they successfully transferred.



#### **Schools Menu**

This menu allows you to access profiles for all of the regionally accredited four-year institutions in the U.S. and Canada. CollegeFish.org is the only online platform to offer a comprehensive profile of these schools in one place with data from three different sources. In addition, students are provided with recommendations for schools that best fit the information from their profile. With this wealth of information, you can more easily assist students in making an informed decision about which school is best for them.



#### Search for Schools

This menu option will open up the search criteria page. All users may search for schools based on a variety of criteria. Criteria sections include *Location*, *Academics*, *Credits and Programs*, *Tuition and Aid*, *Extracurricular Activities*, and *Athletics*.



Tip: Help is available anywhere you see the following button: Simply click on it and a help box addressing that part of the page will be displayed. For example, clicking the button in the *Geographic Region* section will produce the information seen below. You can click again in the corner of the help box to close it.

Geographic Region		
your cursor over the region of recommend that you do not broad.  Far West - Includes schools Washington Great Lakes - Includes schools In New York and Pennsylvania New England - Includes schools Hampshire, Rhode Island an Outlying Areas - Includes schools Pacific, American Samoa, Gua U.S. Virgin Islands Plains - Includes schools local Dakota and South Dakota Rocky Mountains - Includes schools Southeast - Includes schools Louisiana, Mississippi, North	will identify which states make select ALL regions at the same located in Alaska, California, Habital California, Habital California, Maid Vermont mools located in Connecticut, Maid Vermont man, Marshall Islands, Northern lated in Iowa, Kansas, Minneson schools located in Colorado, Idas located in Alabama, Arkansas located in Alabama, Arkansas	e time as your search will be too awaii, Nevada, Oregon and Michigan, Ohio and Wisconsin Columbia, Maryland, New Jersey, ine, Massachusetts, New ca, Air Force Europe, Air Force Marianas Islands, Puerto Rico and ta, Missouri, Nebraska, North aho, Montana, Utah and Wyoming , Florida, Georgia, Kentucky, nessee, Virginia and West Virginia
□Canada □US - Far West □US - New England □US - Rocky Mountains	□Micronesia □US - Great Lakes □US - Outlying areas □US - Southeast	□Palau □US - Mid East □US - Plains □US - Southwest
United Kingdom		

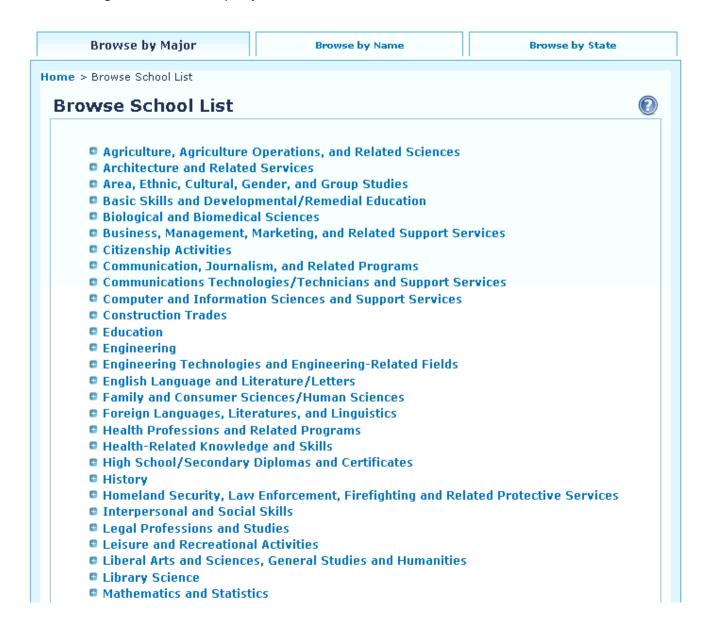
After you have entered your criteria and hit the search button at the bottom of the page, you will see the results of your search displayed. You may click on any name displayed to view the profile for that particular school.

Note: a school must match all the criteria you enter to be displayed in the search results. If you are not seeing enough results, click the *Modify Search* button and try removing one of the criteria that you specified.



#### **Browse School List**

Besides selecting specific criteria, you may browse colleges either by the name of the college, by the state the college is located in, or by majors offered.



# Scholarships Menu

Our scholarship database includes over 1,000 scholarships from four-year colleges and universities as well as roughly 3,000 scholarships from third parties. CollegeFish.org maintains a profile page for each of these scholarships with information on awards, eligibility, application requirements and contact information. The scholarships menu will help you assist students in locating scholarship funding for their pursuit of higher education.



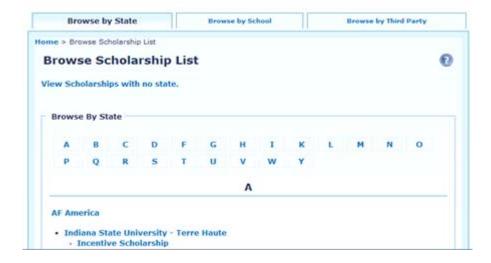
# **Search for Scholarships**

This option will help you locate scholarships that meet your desired interests. It compares all the information you enter against our scholarship database and displays a list of scholarships that meet your criteria. If no scholarships show up, we recommend you include fewer criteria and rerun the search.



# **Browse Scholarship List**

You can browse a list of scholarships either by state, by school or by third-party.



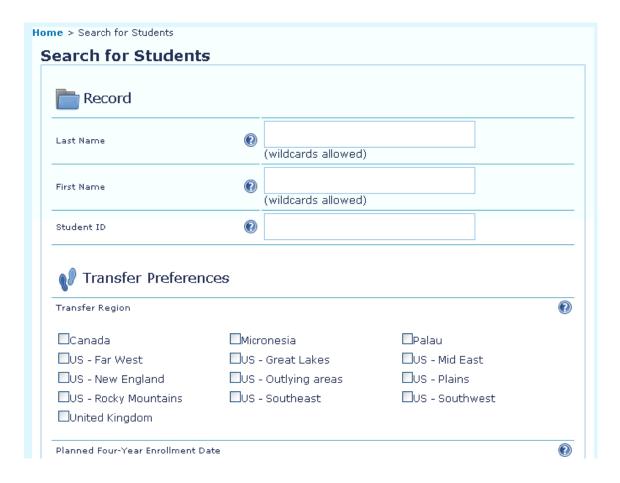
# **Planning Menu**

Items in the planning menu help you see what your students are doing and help you plan for their transfer. This will allow you to guide your students through the process and ensure that they are taking full advantage of tools that are offered. Some of the other tools available to students include a list of scholarship recommendations and best-fit schools based on their individual profiles.

Up: Review the CollegeFish.org student guide for more on the tools that are available to your students. The guide is available on the *Community College Partners* section of our website.

#### **Search for Students**

Search for students to view their progress summary and profile information. Simply click on a student's name in the search results to view that student's profile. This profile includes a summary page showing what schools they have put in their *Fish Bowl*, their *Next Steps* and their academic goal. This information is a key resource for you as an advisor. You will be able to see when your students are falling behind in the transfer process and know when to intervene to get them back on track.



# **View Transfer Steps**

This is a list of transfer milestones to help guide students toward a successful transfer. Each of these milestones is included as part of the *Next Steps* list for a student depending on their transfer or graduation date.

#### **View Resources at School**

This shows a listing of transfer advisors at the school that have provided contact information to CollegeFish.org. It also contains information on the Phi Theta Kappa chapter that is at that school.

#### **Users Menu**

This menu allows you to manage your personal account. Through this section you can update your profile, change your password, or even change your username.

#### **My Profile**

Your profile contains your contact information, your availability (such as office hours for advising), and a contact person in case you are away. Students can view this information in from the *View Resources at School* menu option. You should keep your profile updated so your students can keep in touch with you.

# **Change Password/Username**

This option lets you can your username or password. Usernames and passwords must be at least 8 characters long, and passwords must contain a number. You will be prompted again for your current password before you are allowed to make any change.

# Support

CollegeFish.org offers technical support through the support button in the top right corner of each page. If you have support that is not of a technical nature, please direct your question to support@collegefish.org or 866.286.8453.

