Quick Start Guide

1. Login to Inspire for Faculty with your unique User ID and password.

2. Select the appropriate course and section from your Section List.

3. Recommended Outreach:
   - 5 students have low engagement and have never been contacted.
   - 1 student has low gradable submissions and low engagement.
   - 2 students have low grades and comment checks and low engagement.

   On the Overview tab, scroll down and click on See All Recommended Outreach for a quick list of areas to dig deeper and actions you can take now.

4. Using tips from the outreach recommendations in the previous step, click on individual students to view their details. You can also toggle the heat map view by grade - click on the A+ button on the top right.

5. Scarlett Jones:
   - ID: 00123654
   - (555) 123-4567
   - sjones@institution.edu

   You can reach out directly to the student via email from their individual profile page and log outreach. Alternatively, you can filter for a specific group of students on the Student List tab and send individualized group emails.

Questions?

See the Inspire for Advisors User Guide and read "10 Things You Can Do with Inspire for Advisors" for ideas to get started.

To learn about the app visit civitaslearning.com/inspire-for-advisors