



Purdue University West Lafayette

Last Updated January 2023

BoilerConnect Term Cheat Sheet

Term:	What it is:	When to use:
Report on Advising/Appointment Summary Report	<p>The documentation that you take during/after meeting with a student</p> <ul style="list-style-type: none"> • can be edited • visible to students automatically 	Required – any time you meet with a student
Note on Student	<p>Something you want to make note of about the student, but wasn't part of a meeting with a student. This would be similar information that would have been put on a sticky note and stuck in a student's physical file.</p> <ul style="list-style-type: none"> • can be edited • can be shared with a student 	<p>Supplemental</p> <ul style="list-style-type: none"> • Emails you want captured • Variance approvals • Updates from other departments about the student
Appointment Campaign	Used to request specific students to make an appointment for a specific reason within a specific time frame – all editable by you!	<ul style="list-style-type: none"> • Registration appointments • Probation appointments • Check-In appointments
Email Message	An email sent to both their BoilerConnect Conversations and their @purdue.edu inbox. Student replies are sent to your @purdue.edu inbox as well as your BoilerConnect Conversations.	When targeting specific populations of students and when you'd like to save the email conversation in BoilerConnect.
Text Message	A text message sent to a phone number put into BoilerConnect by the student. If no phone number has been entered, the student will receive it as an email. Student replies are sent to your @purdue.edu inbox as well as your BoilerConnect Conversations.	<p>Texting should only be used under limited circumstances.</p> <ul style="list-style-type: none"> • Urgent messages • Directing the student to check an important email • Highly targeted lists of students who already have a relationship with you
Category	System-wide student identifiers updated from Banner (nightly)	<p>Searchable in Advanced Search.</p> <p>Current available Categories can be found here.</p>



Purdue University West Lafayette

Last Updated January 2023

Tag	Student identifiers updated manually by an individual (most often an advisor)	Any time you want to organize your students into smaller groups and be able to use the tag as a search parameter. Current available Tags can be found here.
Student List	A static list that you create and maintain. The student does not see that they are on this list. *Not private – other staff members can look up your student lists.	Any time you want to organize your students into smaller groups. Examples: <ul style="list-style-type: none"> • ROTC • Study Abroad Interest • Off campus Co-op/Internship
Reason/Service	The reason for the appointment	These are set by the administrators in your unit. Note: this has to be included your availability for the student to see your you as an option when they choose the Reason/Service in the scheduling workflow.
Location	Your unit, not necessarily your department or physical location	Examples: <ul style="list-style-type: none"> • Academic Success Center • Aero & Astro Engineering • HHS Student Services
Issue an Alert	Making a <i>referral</i> to another office that uses BoilerConnect to bring the student to their attention	Examples: <ul style="list-style-type: none"> • Academic Success Center • Veterans Success Center • Student Activities & Organizations