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- Go to the _____ on Messiah.edu
 - Click _____ under _____
 - Search _____
 - Once in SCC, on the right hand side, you will see multiple tabs
 - Click on the _____ tab
 - Then, click on the _____ drop down menu
 - Once you have selected the term, classes for the chosen semester should populate below
 - _____ for the class you wish to add an Academic Update
 - You will then see the list of students populate
 - For each student you are providing an update, you need to _____ . Once you do that, the rubric for an Academic Update will appear
 - _____
If you can't finish an Academic Update in one sitting, go to "Save Responses" and it will save your work
 - After you have finished ALL necessary Academic Updates for the class, make sure to click _____ at the top of the class list page in order to send all updates