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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