BatesReach: A Quick Setup Guide for Faculty

How do I access BatesReach?

There are currently three ways in which faculty and staff can access BatesReach:

- Lyceum
- Garnet Gateway
- http://reach.bates.edu

What account should I use to login?

If you are logging into BatesReach via Lyceum or Garnet Gateway you will be able to access BatesReach by clicking on the link without the need to enter your credentials again.

If you are accessing BatesReach through the url http://reach.bates.edu, you will be prompted to use your Bates username and password. This is the same account you use for accessing your email.

What should be my first steps?

Setup your Profile

Once you have logged into BatesReach, click on your name located on the upper right side of the browser.

There will be three tabs that you can use for setting up your profile. It is important to go through each tab.

- Update your "Institutional Profile" Tab. Add information that you would like students to see.
- Next, click on the "Appointment Preferences Tab" and make decisions on what will best meet your needs.
- Finally, click on the "Email Notifications" tab and select your preference for notifications and reminders.

Syncing my BatesReach and Google Calendar.

Under the tab "Email Notifications" there is a sub-section called "Appointments Notifications". This is where you configure how, as well as how often, BatesReach will notify you regarding appointments.

It is important to sync your Bates Google Calendar with your BatesReach Calendar so you do not "double book" during office hours.

You can find detailed instructions on how to complete this step by clicking the "click here" link within the "Appointments Notifications" subsection.

How do I add office hours?

Once you have logged into BatesReach, click on the "Appointments" tab. If you are syncing your Bates Google calendar with your BatesReach calendar you will see all appointments you have scheduled for both calendars.

Setting Office Hours

- First, click on the "Office Hours" button. This will bring up the "Add Office Hours" pop-up box.
- Fill out the fields, including days, times, location, appointment length, and instructions.
- Select the Start/End Date using the dropdown boxes.
- Click Submit

Once you have added office hours, students can schedule appointments with you through BatesReach during the office hours you setup. You can also manually add appointments with students.

How do I raise a flag?

Once you are logged into BatesReach, click on the "Students" tab located at the top of the browser. A list of students that share a connection with you for the current term will appear.

- Click the box besides the student's name.
- Click the button, "Flag" above.
- Select the type of flag from the dropdown box.
- Select the Course from the "Course Context" dropdown box.
- Some "Flags" require comments to be added in order to include more details. Otherwise this field is optional.
- Click Save

Need additional help?

Student Affairs

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