

# The Busy Counselor's Digital Toolkit

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**SHARE, LEARN**  
— AND —  
**C**  **NNECT**

# outline

- Google
- Templates
- Resource Folders
- Getting crafty
- Getting connected
- School visits

# tech tips & tricks in Google Drive

- Google Classroom
  - create a 'class' for your caseload, create tasks, and share resources
- Google docs
  - editing v. suggesting
  - same URL but updated file
  - outlines
  - activity dashboards

# sample templates & folders in Google Drive

**application  
tracking**

**scholarship  
opportunities  
& summer  
programs**

fly ins  
virtual  
connections

**essay writing  
folder**

**resume &  
portfolio  
folder**

no need to  
reinvent the  
wheel!



# getting crafty



Prezi



# How to Make the Most of Your College Visit

## Pre-Arrival

Schedule an "official visit" online several weeks in advance. Call / email if necessary.

Be aware of holiday / summer schedules.

Take advantage of official offerings and don't just go on a tour with your cousin!

## Visit Components

Campus Tour  
Info Session  
Interview

Class Observation  
See facilities not on the tour  
Grab the student newspaper  
Check out bulletin boards  
Hang in the student center  
Talk to people on campus!

Meetings with:  
Admission Representatives  
Professor(s)  
Coach(es)

Financial Aid Office

*You may need to request components that aren't available on the online scheduler*



## On Campus

Take the lead! Introduce yourself to staff.  
Shake hands. Show confidence.



## Key Questions

Hard to get into desired classes?

Focal points of the social scene?

Professors easily accessible or only during office hours?

How much time do students spend off campus? On campus?

Current hot button issues on campus?

Any major forthcoming changes to programs? Facilities? Administration?

Easier for certain majors to study abroad?

International student programming continuous or just first year?

What's been unexpected about your time at this college?

## Follow-Up

Take time to reflect, and take notes so you remember your thoughts.

What surprised you?

What did you love?

What made you hesitate?

What are your follow up questions?

What do you need to research further?

Who might be a good contact?

What information might strengthen your supplemental essays about the college?



Send a thank you email or better yet, a handwritten card!





**COLLEGE NIGHTS**

**FALL 2019**

TUESDAY, SEPTEMBER 10TH  
 MONDAY, SEPTEMBER 16TH  
 TUESDAY, OCTOBER 1ST  
 THURSDAY, OCTOBER 10TH  
 TUESDAY, OCTOBER 15TH

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7:00 PM  
 in the MPR

## A "How To" Guide for SAT/ACT/TOEFL

### TOEFL

[www.ets.org/toefl](http://www.ets.org/toefl)

- Register **as soon as possible** - test centers fill up!
- The spelling of your name must exactly match the spelling on the official identification documents (passport) you bring to the testing center
- Take advantage of the free score reports if you have particular schools in mind but ask your college counselor if you have any questions about this topic.

Please select this test center location:  
 100 California St  
 San Francisco, 94111

### SAT

[www.collegeboard.org](http://www.collegeboard.org)

- Create a CollegeBoard account
- Use the Athenian High School Code: 050724
- Register for the test WITH Essay
- Register **as early as possible** - test centers fill up!
- *You can register at least 5 months in advance*
- Check ID and Photo requirements

Please select testing site schools in this order of preference:  
 Las Lomas High School  
 Acalanes High School  
 Ygnacio Valley High School  
 Clayton Valley High School

### ACT

[www.act.org](http://www.act.org)

Create an ACT Web Account  
 Use the Athenian High School Code: 050724  
 Register for the test WITH Essay  
 Register **as early as possible** - test centers fill up!  
 Check ID and Photo requirements

Please select testing site schools in this order of preference:  
 Mt. Diablo High School  
 Berkeley High School

 Have a question? Ask your college counselor!



**SAVE THE DATE!**

ATHENIAN, BENTLEY & HEAD-ROYCE HOST

**VIRTUAL CASE STUDIES**

**THURSDAY, JULY 9TH**  
**5:00 - 6:30 PM PDT**

Understand the ins & outs of the holistic application review process with college representatives from across the U.S.

# getting connected



calendly



Pear Deck™





# Colleges + High School Visits

timeline -  
**colleges are  
booking visits  
+ travel in the  
summer**

**website  
direction -**  
contact a  
person or  
direct to a site

what is my  
budget for a  
tool?

visit tools -  
**Calendly,  
RepVisits,  
Cialfo, Slate,  
Maia, SCOIR**

**virtual visits  
are not going  
away!**

