

ADVISOR TRAINING

May 30, 2017

SIGN IN TO YOUR COMPUTERS

Slcci\{your username}

Password

Pick a browser and sign in to your
online email at

<http://webmail.slcc.edu>

FERPA REMINDERS

All activities recorded in MySuccess are a part of the Student's Academic Record, including private notes.

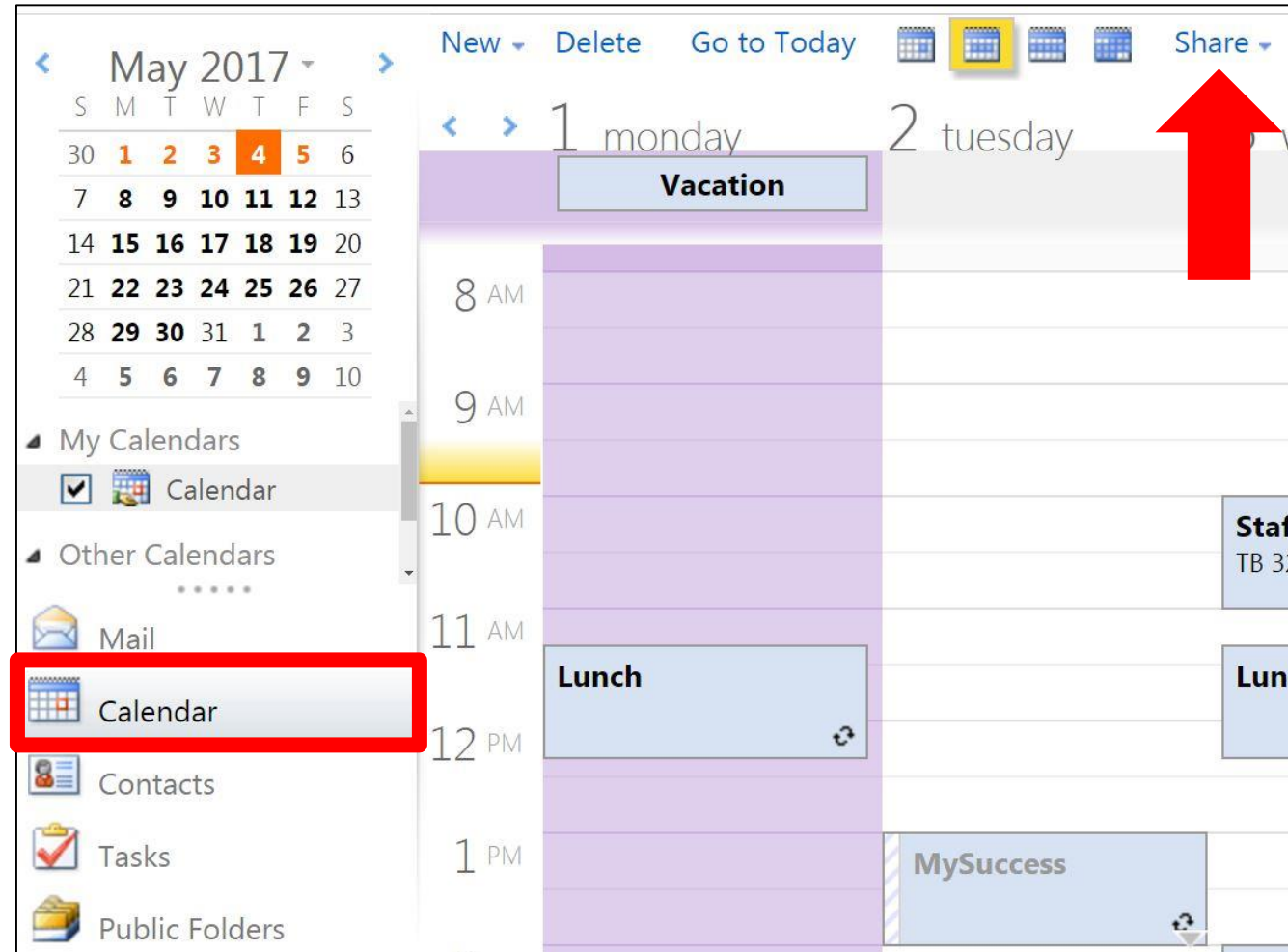
Look for the confidentiality attribute on the student overview page.

Dance like no one is
watching; email like it may
one day be read aloud in a
deposition.



SYNC YOUR OUTLOOK

1. Open outlook
2. Make sure you are in Calendar
3. Click on Share Calendar
4. Share your Calendar with Star.Fish@slcc.edu
5. It may need to cycle overnight before it lets you go on to the next step



SIGN IN TO MYSUCCESS

Go to MySLCC

Go to Advisor Tab

Click “Login to MySuccess”

If you see a prompt to set up your office hours,
uncheck the box and hit close

Home

Appointments

Students

Services

Admin

Search for Students

Ashley Sokia


help | logout

Institutional Profile

Appointment Preferences

Email Notifications

Please fill out as much of your profile as possible; students will see this information.



Upload Photo

Ashley Sokia

[Last Login: 4:05 pm March 30, 2017]

Login Page

Students -> Tracking

Contact Information

Login

asokia

Institution Email

ashley.sokia@slcc.edu

Phone

8019574493

Alternate Email

Cell Phone

Video Phone

Send my correspondence to

☒ Institution Email ☐ Alternate Email ☐ Both

☐ Display all time zones

Time zone

(GMT-07:00) Mountain Time

General Overview

A general message should go here. Tell people how you can help them during your office hours.

Hi! I'm the Starfish Coordinator. I can help you figure out how to use Starfish to serve students and set up Starfish for special tracking or outreach for your department or program.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

Ashley Sokia joined us as Coordinator for Student Retention Systems in April 2016. Ms. Sokia attended SLCC from 2002-2004 and participated in PALS, Clubs and Organizations board, and the Pacific Unity Association. After graduating in 2004, Ms. Sokia continued to work at SLCC in Orientation, Enrollment Services, and Continuing Education until 2013 when she left to work at Westminster College as an admissions counselor. She graduated with an Associates of Science in General Studies from SLCC and went on to get a Bachelor's in Business Administration and a Master's of Strategic Communication at Westminster College.

CLICK HERE!!!

SET YOUR DEFAULT PAGE

CHECK YOUR EMAIL

SET YOUR EMAIL PREFERENCE

UPLOAD PHOTO

*May be blurry

Program or
special groups
you advise

Make yourself
human

Home

Appointments

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Ashley Sokia

help | logout

Institutional Profile

Appointment Preferences

Email Notifications

Basics

Please choose your default appointment length. You can change these whenever you add a block of office hours.

Minimum Appointment length

30 minutes

Scheduling deadline:

☐ None

☒ 5:00 pm

☐ 9:00 am

☐ 1

the day before the office hours

the day of the office hours

hour(s) before the office hours

☒ Allow drop-ins after deadline has passed

My Locations

Enter locations for your meetings with students. Meetings can be in an office, online, over the phone, or anywhere else you like.

+ Add Location

Type	Name	Instructions	
Office	CT 282	Leave a message on the whiteboard if I'm not there.	
Online	Webex	https://slcc.webex.com/meet/ashley.sokiaslcc.edu	

ADD CAMI KNAPP

ADD YOUR ADMIN

ADD SITE SUPERVISOR

Calendar Manager

Select people to manage your calendar. Calendar managers can add and edit your office hours and schedule and edit appointments in your calendar.

+ Add Calendar Manager

Home

Appointments ▾

Students ▾

Services ▾

Admin

Search for Students

Ashley Sokia ▾

help | logout

Institutional Profile

Appointment Preferences

Email Notifications

CLICK HERE!!!

Appointments Notifications

Planning Reminders

☐ send me a separate email reminder for each appointment

☐ send one email reminder with all appointments

☒ don't send me an email reminder

Send Planning Reminders:

9:00 am

▾

the day of

▾

th

Appointment Alerts:

☐ Send me an email

15

▾

minutes before the

Send me an email with a calendar attachment for every:

☐ change to my appointments

☐ change to my Office Hours/Group Sessions

Success Network Updates:

☐ Send me a weekly status update about my Success Network

☒ Read busy times from my external Exchange calendar

Important:

In order for this setting to take effect, you must share your calendar with Star.Fish@slcc.edu. [Click here](#) for further instructions.

Check!

TURN OFF ALL ALERTS

Summary Emails

Send me a summary email of all tracking item and appointment activity:

☒ Daily at

9:00 am

▾

☐ Weekly on

Monday

▾

at

9:00 am

▾

Turn off summary alerts for now

Tracking Item Notifications

Send me an immediate email whenever: ☐ an item is raised ☐ an item is cleared ☐ an item is assigned to me

Turn off all alerts

You may be notified of tracking items raised for the following rules created by the administrator. Note that for rules with emergency notifications, your personal notification preferences will be overridden and you will always be notified immediately when a tracking item is raised for that rule.

Flag Rules

Name	Category	Description
➔ TRIO Student Support Services	ACADEMIC: REFERRAL	TRIO is a program designed to help students who are low-income, first-generation and/or an underrepresented minority in higher education. This referral will alert a TRIO Advisor of a student that may be eligible for their services and they will follow up.
➔ Needs to Meet with an Advisor	ACADEMIC: REFERRAL	Ask for advisor intervention. Raise notes required. Please let advisor
🚩 3 or more flags	EXPERIMENTAL: FLAG	Identifies students who have 3 or more active flags in Starfish
🚩 Low Quiz/Test Scores	ACADEMIC: FLAG	Raise this when a student receives a poor grade on a quiz or test.
🚩 Missing/Late Assignments	ACADEMIC: FLAG	Raise this flag when a student is missing or late with assignments.
➔ Writing Help	ACADEMIC: REFERRAL	Student Writing Centers are available at several campus for writing help in any subject. Raise this referral to send students information about the writing center and to send writing center staff information to follow up with the student.
🚩 In Danger of Failing	ACADEMIC: FLAG	Raise this when a student is in danger of failing a course.
➔ English Speaking/Presentation Help	ACADEMIC: REFERRAL	Sends student information about the Academic Literacy Center's

These are the only two alerts you should see

! An emergency rule, which means that you will be notified immediately when a tracking item is raised regardless of your notification preferences.

OFFICE HOURS

Navigation: Home, **Appointments**, Students, Services, Admin

Calendar: March 2017

Buttons: Office Hours, Appointment, Group Session

Calendar view: Week, Mon 3/27

Today

CLICK HERE!!!

THEN HERE!

Office Hours

Office Hours

Office Hours

03-27-2017 at 9:00 am

CT 282

Leave a message on the whiteboard if I'm not there.

Participants

Edit Cancel

Lunch (11:20 am)

Time has already passed

Add Office Hours

Never Mind Submit

* Title: Office Hours

* What day(s)? Weekly Repeats every 1 week(s)

Repeat on: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

* What time? Enter Start Time to Enter End Time

* Where? Note: You may select more than one location to give students a choice.

☐ Webex <https://slcc.webex.com/meet/ashley.sokiaslcc.edu>

☐ CT 282 Leave a message on the whiteboard if I'm not there.

* Office hours Type Scheduled And Walk-ins

Take either scheduled appointments or walk-ins

* How long? 30 minutes minimum appointment length 30 minutes maximum appointment length

* Appointment Types Select the types of meetings you will have in these office hours.

☐ Advising ☐ Program Advising

☐ West Valley Advising

Instructions Start/End Date

These will be sent to anyone who makes an appointment.

Never Mind Submit

* Required fields

HOMework

Make sure MySuccess is syncing with Outlook

I will make an appointment with you through MySuccess

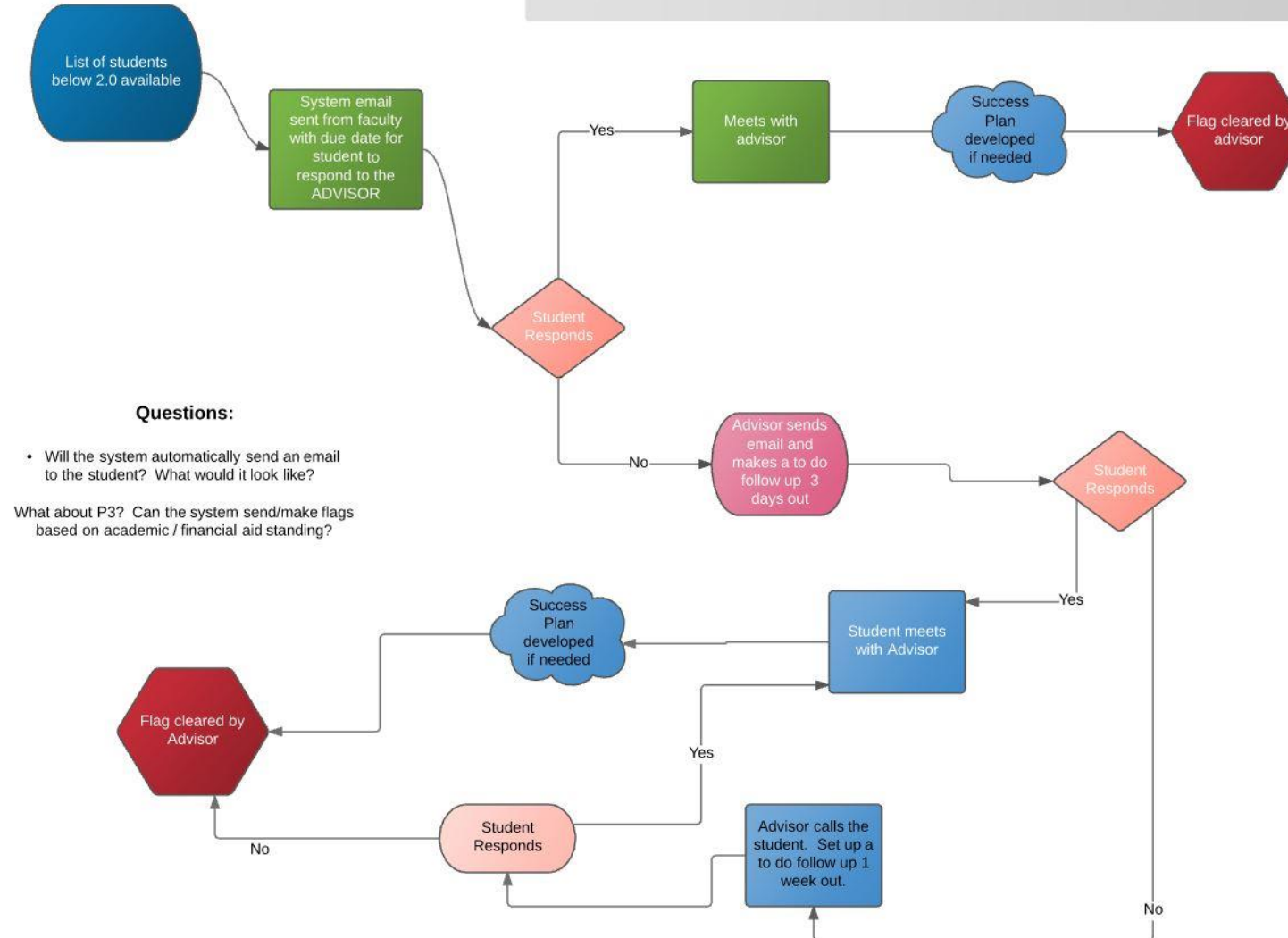
After you see my appointment you will change the time in Outlook

I will email you with my confirmation of the new appointment time

Press **Esc** to exit full screen

MySuccess

3+ Flags and GPA Below 2.0 Process



Questions:

- Will the system automatically send an email to the student? What would it look like?
- What about P3? Can the system send/make flags based on academic / financial aid standing?

MYSUCCESS TRAINING #2

FERPA Reminder:

Knock knock
Who's there? ~FERPA

FERPA who?

Sorry, I can't tell you
that....

som^{ee}cards
user card



SIGN INTO YOUR COMPUTER & MYSUCCESS

COMPUTER SIGN IN

Slcci\{your username}

Password

SIGN INTO MYSUCCESS

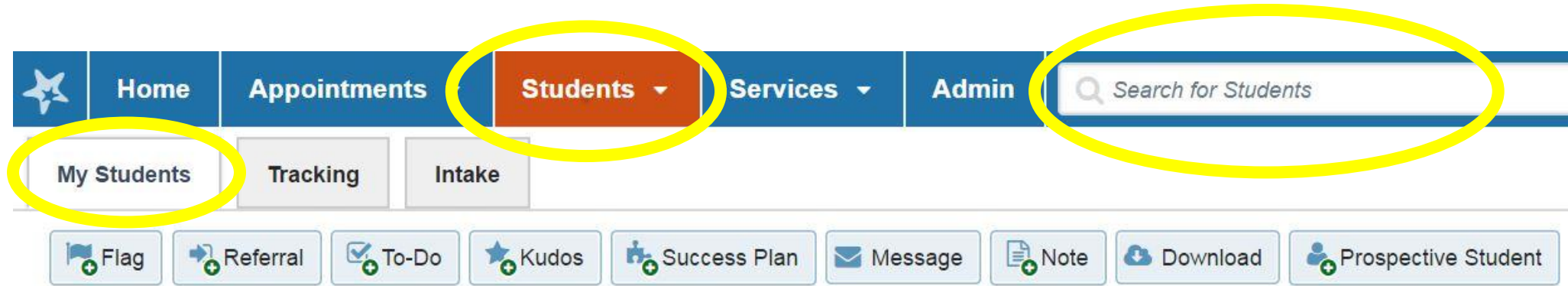
Go to MySLCC

Go to Advisor Tab

Click “Login to MySuccess”

If you see a prompt to set up your office hours, uncheck the box and hit close

WORKING WITH STUDENTS



All student information is within the students tab. You can search for students by S-Number or by Name. A list of your current students will be under the “My Students” tab. You can access a student’s folder by clicking on their name when it is shown as a hyperlink.



- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
- Note
- Appointment
- Intake

Overview

- Info
- Success Plans
- Courses
- Tracking
- Meetings
- Notes
- Network

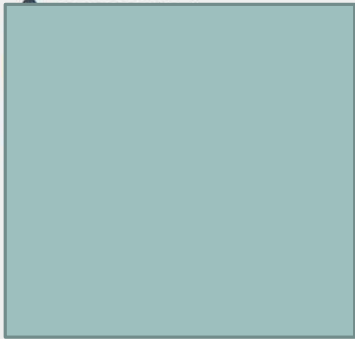
Student Information

✓	Current Academic Program: General Studies PI
✓	Total Completed C
✓	Cumulative GPA:
✓	Most Recent Sem
+	Current Enrollment
+	Financial Aid

Success Plans

- Student Success Essentials (Status: In Progress)
- New Bruin Checklist (Status: In Progress)
- Canvas Orientation Overview (Status: In Progress)

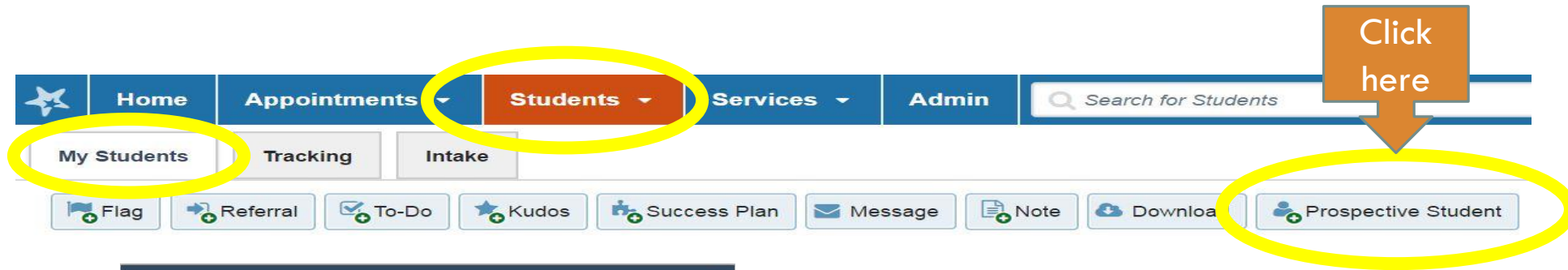
FERPA standards protect student data.



PROSPECTIVE STUDENTS

- Students that are not currently enrolled and do not have access to MySuccess.
- These student folders are created by staff
- Folders can only contain notes and appointments
- Once the student officially enrolls, we can merge their info to create a current student folder

CREATING A PROSPECTIVE STUDENT FOLDER



Create a Prospective Student

* First Name

* Last Name

* Personal Email

* Date of Birth

* All Fields Required

[< Back](#) [Create](#)

Once a new folder is created, you will be able to add notes and meetings for the prospective student.

YOUR TURN!

Create a new “prospective student” using the name of your favorite fictional character, with a made up email address and date of birth.

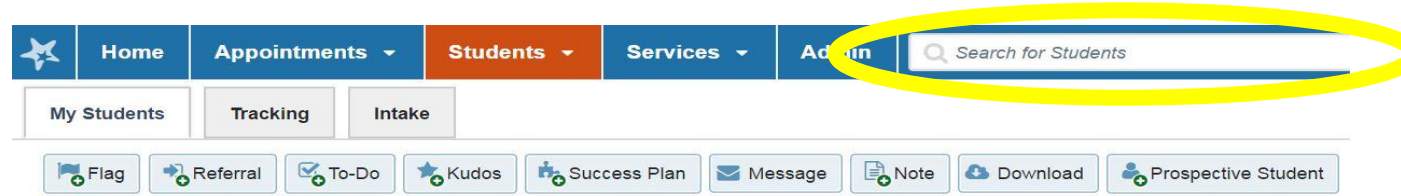
PROSPECTIVE STUDENT APPOINTMENTS

The screenshot displays a web application interface for managing appointments. The top navigation bar includes links for Home, Appointments, Students, Services, and Admin. The 'Appointments' link is highlighted with a yellow circle. Below the navigation bar, there is a calendar view for June 2017 and three buttons: Office Hours, Appointment (highlighted with a yellow circle), and Group Session. The main content area is titled 'Add Appointment' and contains a form with several sections:

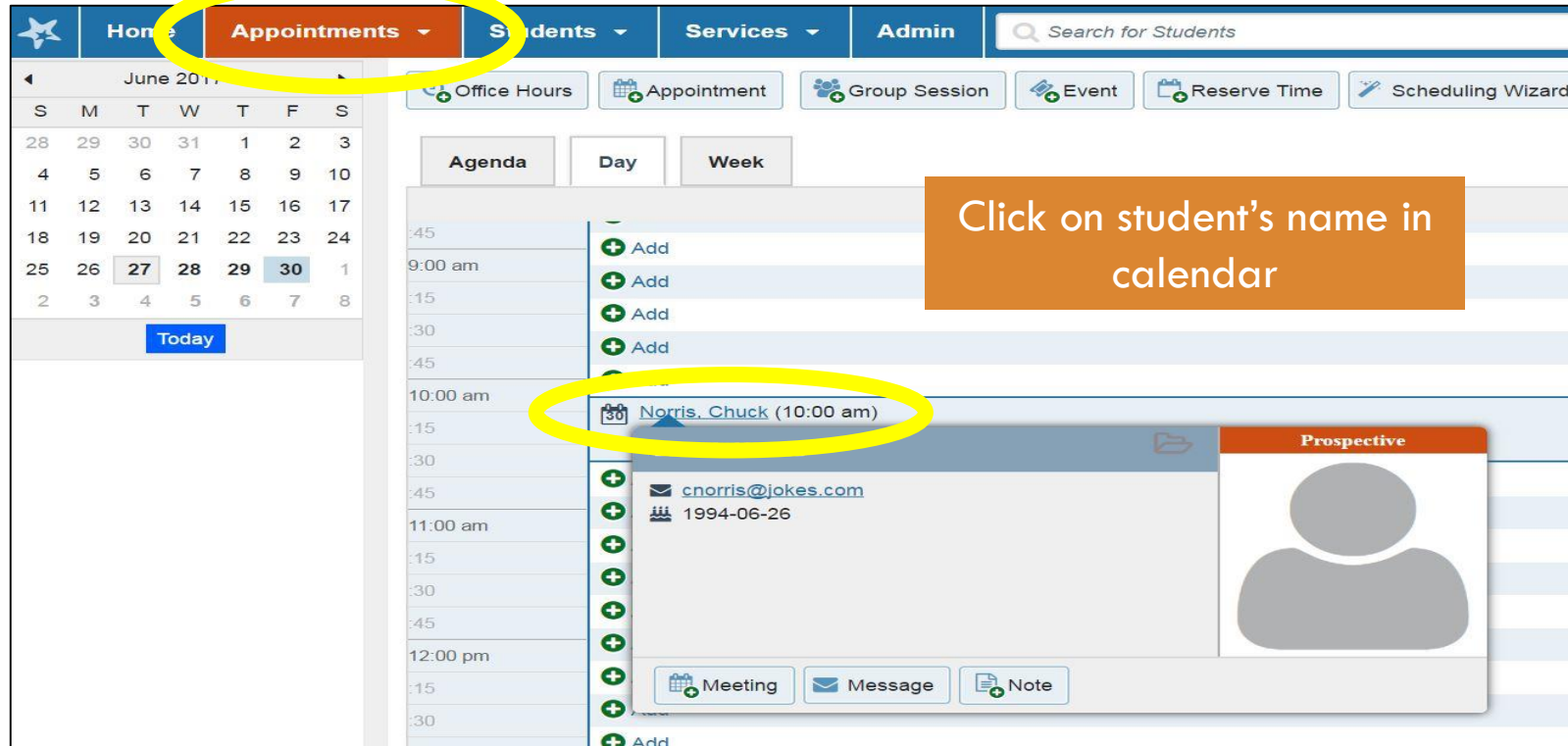
- Scheduling**: Includes tabs for Scheduling, Outcomes, and SpeedNotes.
- With**: A section for selecting the person to be added. It includes a dropdown menu for 'People in' (Active terms, All terms) and a dropdown menu for 'Student' (Select a person...). The 'Prospective Student' option is highlighted with a yellow circle.
- When**: A date picker for '06-26-2017' and a time range selector (Start Time to End Time).
- Where**: A dropdown menu for 'Select a location...'.
- Reason**: A dropdown menu for 'Select a reason...'.
- Course**: A dropdown menu for 'Select course...'.
- Sharing**: Radio buttons for 'Shared' (selected) and 'Private'.
- Permissions**: A section for selecting a reason to see who else can view this shared appointment.

At the bottom of the form, there is a legend for required fields and two buttons: 'Never Mind' and 'Submit'.

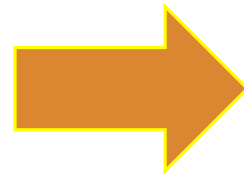
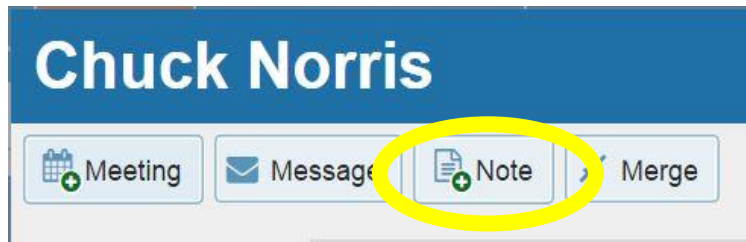
FINDING A PROSPECTIVE STUDENT



OR



ADDING NOTES FOR PROSPECTIVE STUDENTS



Make sure notes for prospective students are always shared

A screenshot of the 'Create Note' form. At the top right are 'Never Mind' and 'Submit' buttons. The form has several fields: 'Note Type' (a dropdown menu with 'Prospective Student Note' selected), 'Date', 'Subject', and 'Note' (a text area). Below these fields are two checkboxes: 'Send copy of note to yourself' and 'Send copy of note to student', both of which are circled in yellow. At the bottom, there is a 'Note Sharing' section with two radio buttons: 'Shared' (selected) and 'Private', also circled in yellow.

* Notes will be merged into the student record when the student is added to MySuccess upon admission.



YOUR TURN!

Find your “Prospective Student Fictional Character” and send them a Prospective Student Note.

WORKING WITH CURRENT STUDENTS

Ashley Kaiulani Sokia

Flag Referral To-Do Kudos Success Plan Message Note Appointment Intake

STUDENT INFO

Overview
Info
Success Plans
Courses
Tracking
Meetings
Notes
Network

Student Information

- ✓ Current Academic Program: General Studies PI
- ✓ Total Completed Credits: 124
- ✓ Cumulative GPA: 3.242
- ✓ Most Recent Semester GPA: 0
- + Current Enrollment Status
- + Financial Aid

Success Plans

- + Student Success Essentials (Status: In Progress)
- + New Bruin Checklist (Status: In Progress)
- + Canvas Orientation Overview (Status: In Progress)

FERPA standards protect student data.

TRACKING ITEMS

Photo of Ashley Kaiulani Sokia

Note: Please be aware, even though you have the student's alternate e-mail, you should still contact the student primarily through their bruinmail.

THE STUDENT PROFILE

Ashley Kaiulani Sokia

FlagReferralTo-DoKudosSuccess PlanMessageNoteAppointmentIntake

OverviewInfoSuccess PlansCoursesTrackingMeetingsNotesNetwork

Student Information

✓ Current Academic Program: General Studies PI

✓ Total Completed C

✓ Cumulative GPA:

✓ Most Recent Semester GPA: 0

+ Current Enrollment Status

+ Financial Aid

Success Plans

+ Student Success Essentials (Status: In Progress)

+ New Bruin Checklist (Status: In Progress)


+ Canvas Orientation Overview (Status: In Progress)

FERPA standards protect student data.

Student Attributes?

Confidentiality Block?

Success Plans or Flags In Progress?



Ashley Kaiulani Sokia



- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
- Note
- Appointment
- Intake

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Student Intake

Please fill out or update this form before meeting with your advisor.

What is today's date?

06-14-2017

Personal Preferences

What is your preferred name?

Ashley

What are your preferred pronouns?

She, her, hers

Academic and Career Goals

What areas of study are you interested in?

Communication

Have you taken the Accuplacer, SAT, and/or ACT within the last 2 years?

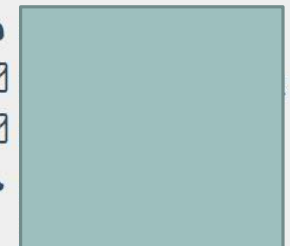
Yes

What do you want to do with your degree or certificate?

Transfer to another school

If your goal is a Bachelor's degree or to transfer, where do you want to transfer to?

Westminster



- Flag
- Referral
- To-Do
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Success Plan: Student Success Essentials

Developing good study habits requires practice, time and patience. Everyone has their own study style and not everything works for all students. This success plan has simple suggestions for becoming the best student you can be.

Created By: Mixco, Renee on 05-30-2017 Status: In Progress

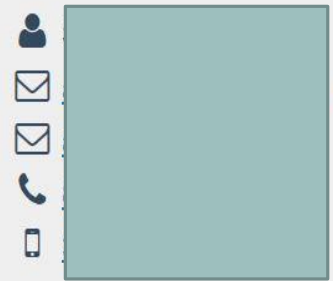
PLAN MENU

- View/Print
- Edit Plan
- Delete Plan

Plan: New Bruin Checklist

Description: Welcome to SLCC! We're excited to have you join us this semester. This getting started checklist should be completed by the end of your first week of classes.

Created By: Mixco, Renee on 05-30-2017



- Person icon
- Email icon
- Email icon
- Phone icon
- Mobile icon

Ashley Kaiulani Sokia



Flag

Referral

To-Do

Kudos

Success Plan

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Search

Term

Status

Course Name or Course Id

Spring Semester 2017



All



Go

☐ Show grades hidden to the student

Kickboxing (LW)

HLAC-1030-002_201720

Credit Hours: 1

[Spring Semester 2017 Full Term] —

Instructors: [Heidi Fluhman](#)

Official Grade: AUD

Grades

No Grades

Attendance

No attendance information has been saved.

Tracking

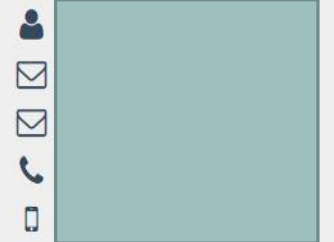
The student has no tracking items associated with this course

Meetings

10:30 am 04-07-2017 with Jewly Harris

Location: BB 226F

9:00 am 01-23-2017 with Renee Mixco



Ashley Kaiulani Sokia



- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
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- Intake

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View: Flag Inbox

Status:

Active

Resolved

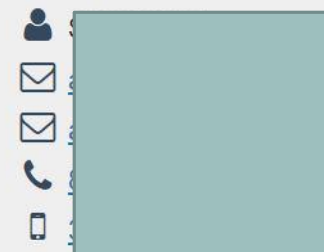
Both

Created By:

Anyone

Me

Item Name	Status	Created	Due	Assignee	Context
In Danger of Failing	Active	Today by Mixco, Renee			
Journal					
Today Mixco, Renee	Raise Comment Test comment.				
Meet with Your Instructor(s) (Success Plan)	Active	05-30-2017 by Mixco, Renee			
Attend an Academic Performance Booster	Active	05-30-2017 by Mixco, Renee			
Register for Essentials of College Study (EDU 1020)	Active	05-30-2017 by Mixco, Renee			



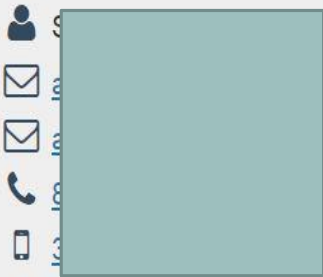
Ashley Kaiulani Sokia



- Flag
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Date / Time	Reason	Scheduled By	With	Location
<div><div></div><div>04-03-2017 at 8:30 am</div><div>(Walk-in Meeting)</div></div>	Academic Warning Hold	Renee Mixco	Renee Mixco	SI 201c
<div><div>Comments:</div>such a delightful human!!</div> <div><div>SpeedNotes:</div><div>Academic PlanningCompleted degree audit</div><div>Use of TechnologyDegreeWorks, MySuccess</div></div> <div><div>Start:</div>8:30 am 04-03-2017</div> <div><div>End:</div>9:00 am 04-03-2017</div>				
<div><div></div><div>01-23-2017 at 9:00 am</div><div>(Canceled)</div></div>	Program/Major questions Course: Kickboxing (LW) (HLAC-1030-002_201720)	Renee Mixco	Renee Mixco	SI 201c



Ashley Kaiulani Sokia



Flag



Referral



To-Do



Kudos



Success Plan



Message



Note



Appointment



Intake



Overview



Info



Success Plans



Courses



Tracking



Meetings



Notes



Network

Type	Subject	Written By	Date
Flag Comment	Raise Comment In Danger of Failing	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	Today
Test comment.			
To-Do Comm...	Create Comment Meet with Your Instructor(s) (Success Plan)	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	05-30-2017
To-Do Comm...	Create Comment Attend an Academic Performance Booster	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	05-30-2017
To-Do Comm...	Create Comment Register for Essentials of College Study (EDU 1020) (Success Plan)	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	05-30-2017
To-Do Comm...	Create Comment Visit the Library (Success Plan)	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	05-30-2017
To-Do Comm...	Create Comment Learn About Test-Taking Strategies (Success Plan)	Renee Mixco Role: General Advisor, Program Advisor, Academic Advisor	05-30-2017

Reporting is pulled from the notes page



S0



as



ak



80



38

Ashley Kaiulani Sokia



- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
- Note
- Appointment
- Intake

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Name

Connection

All

Term











All

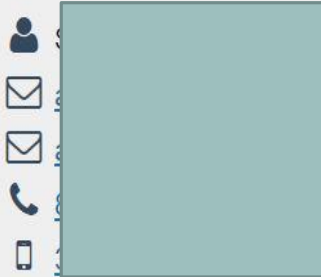
Go

Select All

Deselect All

Email Selected

<input type="checkbox"/>	 <div>Raymond Bingham Instructor</div> <div> 801957 xNA  Assigned Items: 0</div> <div> raymond.bingham@slcc.edu</div> <div> Instructor for Elem. of Effective Comm. (CM)</div>
<input type="checkbox"/>	 <div>Bob Burdette Instructor</div> <div> 8019575334  Assigned Items: 0</div> <div> bob.burdette@slcc.edu</div> <div> Instructor for Survey of Financial Accounting</div>



WHAT DO EACH OF THE TRACKING ITEMS MEAN?

*Adding any of these to a student's folder sends an e-mail to the student through bruinmail and, depending on the item and the student's network, other staff at the college.

- ❖ Flags indicate a concern that requires an intervention.
- ❖ Referrals send the student information about other offices on campus and also sends the student's information to the referred office for follow up.
- ❖ To-dos are “nudges” for the student to complete a task or contact a college or community resource.
- ❖ Kudos are messages to encourage students to continue doing well.

- ❖ Success Plans are preset checklists of referrals and to-dos to help a student overcome a challenge.
- ❖ Messages are a way to send an e-mail to the student via bruinmail that saves a copy in their folder. Messages that are sent through MySuccess will also indicate if the student opened the e-mail.
- ❖ Notes are added to the Student Folder and have different permissions for who can see the note. Students do not see the note unless the note creator sends a copy to the student.
- ❖ Appointments are a way to make an appointment with the student while you are in the Student Folder. You can also make an appointment with a student through the calendar under the appointments tab on your own profile.
- ❖ Intake is a questionnaire about the student that either the student or a staff member can fill out. The information from the Intake form also becomes a part of the student's info page.

ADDING TRACKING ITEM FROM STUDENT FOLDER (FLAG, KUDO, REFERRAL, OR TO-DO)

Ashley Kaiulani Sokia

Flag

Referral

To-Do

Kudos

Success Plan

Message

Note

Appointment

Intake

Overview

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Student Information

✓

Current Academic Program: General Studies PI

✓

Total Completed Credits: 124

✓

Cumulative GPA: 3.242

✓

Most Recent Semester GPA: 0

+

Current Enrollment Status

+

Financial Aid

Success Plans

+

Student Success Essentials (Status: In Progress)


+

New Bruin Checklist (Status: In Progress)

+

Canvas Orientation Overview (Status: In Progress)

FERPA standards protect student data.



S00283734

✉

ashley.sokia@slcc.edu

✉

aksokia@gmail.com

☎

[8019574493](tel:8019574493)

📱

[3852423876](tel:3852423876)

Brooke Nicole Bakker

Flag

Referral

To-Do

Kudos

Overview

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Student Info

✓ Current Acad

✓ Total Comple

✓ Cumulative G

✓ Most Recent

✓ Spring Seme

Active Flags

Active Flags for c

* Flag

Course Context

Comment

Permissions: A tracki

* Required fields

Raise Flag for Brooke Nicole Bakker

Never Mind

Save



In Danger of Failing

Dear [Student Full Name], Each semester, we ask our faculty to provide us with information regarding how well students in their classes are performing academically. Your instructor, [instructor name] alerted us that there is a concern about your academic progress in [course name] this semester. Your instructor contacted us because we, as a community, care about you and your academic success. Based on your progress in this course thus far and without a substantial change in your work, you may be in danger of failing this course. We recommend contacting your instructor immediately to see what can be done to raise your grade in this class. You may e-mail your instructor directly by replying to this e-mail. You should also consider contacting your academic advisor or the Academic and Career Advising office. Please let us know what we can do to help you keep moving forward. Sincerely, Ashley Sokia Interim Director Office of Academic Advising Salt Lake Community College www.slcc.edu/academicadvising

* Disclosable under FERPA

Each Tracking Item description will show you the email that will be sent

YOUR TURN!

Raise a flag on Ashley Sokia

ADDING TRACKING TO MULTIPLE STUDENTS

The screenshot shows a web application interface for managing students. The top navigation bar includes links for Home, Appointments, Students (highlighted with a yellow circle), Services, and Admin. A search bar labeled 'Search for Students' is also present. Below the navigation bar, a sub-menu shows 'My Students' (highlighted with a yellow circle), 'Tracking', and 'Intake'. A row of action buttons is located below the sub-menu, including 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', 'Download', and 'Prospective Student' (all highlighted with a yellow circle). The main content area features a search and filter section with fields for 'Search' (Student Name, Username, or ID), 'Connection' (Academic Advisor), 'Term' (Active), and 'Cohort'. An 'Add Filters' button is also visible. Below this is a table with columns for Name, Email, Phone, and Cell Phone. The first three rows of the table have their 'Name' checkboxes selected (highlighted with a yellow circle). A large orange text box with a white arrow pointing to the first selected checkbox contains the instruction: 'Select students using the check box next to their name and use the action buttons at the top to raise an item.' The bottom of the interface shows a pagination bar with 'Page 1 of 13579', 'Total items selected: 3', and 'Displaying Students 1 - 25 of 339466'.

Home Appointments **Students** Services Admin Search for Students Ashley Sokia help | logout

My Students Tracking Intake

Flag Referral To-Do Kudos Success Plan Message Note Download Prospective Student

Search Student Name, Username, or ID Go Connection Academic Advisor Term Active Cohort Additional Filters Add Filters

Name	Email	Phone	Cell Phone
<input checked="" type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input checked="" type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input checked="" type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]
<input type="checkbox"/> [Name]	[Email]	[Phone]	[Cell Phone]

Page 1 of 13579 Total items selected: 3 Displaying Students 1 - 25 of 339466

RESOLVING A TRACKING ITEM

The screenshot displays the MySuccess Staff Dashboard interface. At the top, a navigation bar includes links for Home, Appointments, Students, Services, and Admin, along with a search bar and user profile for Ashley Sokia. A system announcement banner is visible below the navigation bar.

The main content area is titled 'Staff Dashboard' and features a sidebar with navigation options: Staff Dashboard, Dashboard, Messages, My Success Network, Raise Your Hand, and Courses. The central panel shows 'Appointments' and 'Flags I'm Managing'. A table lists flags with columns for Name and Flag Name. The 'Flags I'm Managing' section shows a list of flags, with one flag highlighted. An orange callout box with the text 'Hover over Flag, then click "Clear"' points to a flag icon in the table. The 'Recent Changes' section on the right shows a list of changes, with one change highlighted. The 'Clear' button in the bottom right of the 'Recent Changes' section is circled in yellow.

Name	Flag Name
[Redacted]	Missing Assignments (Third Week)
[Redacted]	Missing Assignments (Third Week)
[Redacted]	Has not come to class (Third Week)
[Redacted]	Missing Assignments (Third Week)
[Redacted]	Missing Assignments (Third Week)
[Redacted]	Missing Assignments (Third Week)

Recent Changes

Show All Activity

- Raised Flag: [Redacted]
- Raised Flag: [Redacted]
- Raised Flag: [Redacted]
- Chuck Norris



SUMMARY STUDENT INFO

Has not signed in to Canvas (3rd Week)

Raised by Bennett, Sandi (Today)

Essentials College Study (ID) (EDU-1020-503_201740)

Details Edit Comment Clear



Clear flag for

[Show flag details](#)

Select a reason for clearing this flag: *

☐ Student spoke to faculty or advisor about concern

☐ Student did not respond to outreach

☐ Student dropped the class

☐ The flag was raised by mistake

Add a comment:

Provide some more details about why you're clearing this flag.

☒ Send a message to Bennett, Sandi to close the loop

* Required fields

Resolving a tracking item means you have had a meaningful conversation about the concern

YOUR TURN!

Resolve your flag on Ashley Sokia

ADDING AN APPOINTMENT

Click here

Chuck Norris

Meeting Message Note Merge

OR

Home Appointments Students Services Admin

June 2017

Office Hours Appointment Group Session

Add Appointment

Never Mind Submit

Scheduling Outcomes SpeedNotes

With...

* People in

Student

Active terms All terms

Select a person...

Prospective Student

* When

06-27-2017 Start Time to End Time

* Where

Select a location...

* Reason

Select a reason...

Course

Select course...

* Sharing

Shared Private

Detailed Description

Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields

Never Mind Submit

SENDING MESSAGES

The message feature in this software does not allow hyperlinks and has a character limit of 1247.

We recommend using “notes” (send copy to student) instead of messaging because the “notes” do not have restrictions. Using Notes allows everyone to be able to see what the student has already been told. This can be very helpful to be sure students aren’t getting different answers from different people.

However, you can still send a message by clicking the  button in your tracking list or student folder. Using messages will show you if they have opened it.

CREATING A NOTE

Brooke Nicole Bakker

Flag Referral To-Do Kudos Success Plan Message **Note** Appointment Intake

OR

Home Appointments **Students** Services Admin Search for Students

My Students Tracking Intake

Flag Referral To-Do Kudos Success Plan Message **Note** Download Prospective Student

Create Note

Never Mind Submit

* Note Type

* Date

Subject

* Note

Academic Advising Note

Used by advisors to document notes and comments related to academic advising.

General Shared Note

Viewable by instructors and advisors.

☐ Send copy of note to yourself

☐ Send copy of note to student

* Note Sharing

☒ Shared ☐ Private

Note Permissions: A note type must be selected to determine the sharing permissions for this note.

* Required fields

Never Mind Submit

YOUR TURN!

**Create a “General Shared Note” for
Brooke Bakker**

Add Success Plan for Sipe, Shannon

* Plan Type	
* Plan Name	Canvas Orientation Canvas is what we call our online course management system at SLCC. Regardless of which class you are taking in Canvas, you ...
Overview ?	Continuing Online Student Checklist It's time for a new semester! Make sure you have the following items completed in order to get yourself ready. Math Success Plan You can do this! Math may require a little more work from you, but we are here to help. This Success Plan assigned to you by [Crea... New Bruin Checklist Beginning of the semester activities including getting your OneCard, setting up technology, and finding classes. New Online Student Checklist Welcome to Salt Lake Community College E-learning! Please review the following information in order to get ready for your new sem...
* Tracking Item	Online Success Coaching Kickoff
Due Date	Review of resources available at SLCC
Course Context	Student Success Essentials Developing good study habits requires practice, time and patience. Everyone has their own study style and not everything works fo...
Specific Recommendation	

No Tracking Items

From the student folder or a student list, select the icon to add a success plan.



Add Success Plan for Sipe, Shannon

Never Mind

Submit

Add Item

Never Mind

↓

✓

Set Up Your MySuccess Profile (Success Plan)

MySuccess is a new way for you to track communication between you, your advisors, and your instructors. You can log in to MySuccess through MySLCC (<https://my.slcc.edu>). Once you have logged into MySuccess Click on your name in the upper right-hand corner to set your communication preferences and upload a picture. Complete or update the student intake form before you meet with an academic advisor. You can also explore your home page and services page to see what's available for you to use in the system.

↑

↓

✓

Review the First Year Handbook (Success Plan)

Review the First Year Handbook for an overview of college policies, procedures, programs and resources. (<http://www.slcc.edu/fye/docs/first-year-handbook.pdf>)

↑

↓

✓

Review SLCC Academic Standards Policy (Success Plans)

The Salt Lake Community College Academic Standards Policy exists to help students reach their academic potential and maintain an expected level of academic performance at the institution. The policy focuses on active intervention with students who demonstrate academic difficulty and provides support services necessary to encourage their potential success.<http://www.slcc.edu/academic-achievement-center/docs/academic-standards-policy.pdf>

↑

↓

✓

Review Program Requirements (Success Plan)

There are two ways to review your program's requirements:

Glance through the College Catalog (listed alphabetically). (<http://catalog.slcc.edu/content.php?catoid=10&navoid=774>)

Utilize DegreeWorks in MySLCC to compare your program of study with the classes you have already taken. (<https://www.slcc.edu/degreeworks/index.aspx>)

You may want to compare both resources to make sure your information is up to date. Email your advisor with any questions and they can get you the latest information.

* Required fields

Never Mind

Submit

You can remove or edit items for the student by clicking these icons





YOUR TURN!

Add a success plan for Ashley Sokia

VIEW OR EDIT CURRENT SUCCESS PLANS

The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: 'Overview' (person icon), 'Info' (info icon), 'Success Plans' (puzzle piece icon, highlighted with a blue arrow), 'Courses' (graduation cap icon), 'Tracking' (flag icon), 'Meetings' (calendar icon), 'Notes' (document icon), and 'Network' (building icon). The main content area shows a list of success plans. The first plan is titled 'Success Plan: Student Success Essentials' with a puzzle piece icon. Its description is 'Developing good study habits requires practice, time and patience. Everyone becoming the best student you can be.' It was created by 'Mixco, Renee' on '05-30-2017' and is 'In Progress'. A 'PLAN MENU' overlay is visible, showing options: 'View/Print', 'Edit Plan', and 'Delete Plan'. Below the menu, the plan details for 'New Bruin Checklist' are shown, including a description about getting started at SLCC and the same creator and date. The status is also 'In Progress'.

Success Plan: Student Success Essentials

Developing good study habits requires practice, time and patience. Everyone becoming the best student you can be.

Created By: Mixco, Renee on 05-30-2017 **Status:** In Progress

PLAN MENU

- [View/Print](#)
- [Edit Plan](#)
- [Delete Plan](#)

Plan: New Bruin Checklist
Description: Welcome to SLCC! We're excited to have you join us this semester. This getting started checklist should be completed by the end of your first week of classes.
Created By: Mixco, Renee on 05-30-2017

Status: In Progress

Add Success Plan for Sipe, Shannon

Never MindSubmit

* Plan TypeNew Bruin Checklist

* Plan NameNew Bruin Checklist

Overview ?Welcome to SLCC! We're excited to have you join us this semester. This getting started checklist should be completed by the end of your first week of classes.

* Tracking ItemReview Program Requirements (Success Plan)

Due Date

Course ContextNo Course

Specific Recommendation

There are two ways to review your program's requirements:

Glance through the College Catalog (listed alphabetically).
<http://catalog.slcc.edu/content.php?catoid=10&navoid=774>)

Utilize DegreeWorks in MySLCC to compare your program of study with the classes you have already taken.
<https://www.slcc.edu/degreeworks/index.aspx>)

NOTE: This recommendation can be viewed by the student.

Update ItemNever Mind

Set Up Your MySuccess Profile (Success Plan)

* Required fields

Never MindSubmit

When
you edit
the plan,
it will
always
refresh to
the top of
the page.

YOUR TURN!

Delete one “to-do” on any success plan for Ashley Sokia.

REVIEW

- Find and Create Prospective Student Folders
- Find Student Profiles and View Information
- Send notes, messages, and add appointments
- Add Tracking Items to Students
- Resolve Tracking Items
- Create New Success Plans
- Edit Current Success Plans

QUESTIONS?

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