Spring 2020 Connect Reminders

1. **Different Views in Connect**: In Connect several different views can be seen as a faculty member. These include the ability to view a class roster, school roster, and an advisee list. These lists can be viewed in Connect by clicking on “Students” in the top menu bar. Faculty can then toggle between roles using the “Connection” drop-down menu.

2. **Appointment Usage in Connect**: In Connect faculty have the option of utilizing the appointment system for advisee appointments. The steps to view and manage your advisees can be found on [this document](#). For information about how to set up your calendar in Connect, please visit: [Connect Preferences and Calendar Option](#).

3. **Select All option when Mass Messaging**: Connect now allows users to “select all” when mass messaging student lists. There is a limit of 1000 recipients but you no longer need to go page by page to select students on your list.

### Reminders/Opportunities

**ADVICEMENT HOLD RELEASE**: Connect compiles a list of advisees with active school advisement holds. This list refreshes each day with Banner updates. **Holds can also be removed in Connect by adding a “note” to a student folder for “Hold Release.”** This will take effect in Banner within 4 hours of being released. This includes the “Missing CRWT or Math Course” hold.

**STUDENT ID PHOTOS**: Connect displays student ID photos in your course and advisee roster for easy student recognition.

**TO SHARE FEEDBACK**: Please contact your school or unit’s designated member of the Connect Faculty Advisory Board before our next meeting in early October:

<table>
<thead>
<tr>
<th>ASB:</th>
<th>CA:</th>
<th>HGS:</th>
<th>SSHS:</th>
<th>TAS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Haase</td>
<td>Jacquelyn Skrzynski</td>
<td>Jeremy Teigen</td>
<td>Eileen Klein</td>
<td>Scott Frees</td>
</tr>
</tbody>
</table>

### Academic Progress Reports

Each semester Connect releases an Academic Progress Report for faculty members to report feedback on students from the following populations: Athletics, Educational Opportunity Fund Program (EOF), Office of Specialized Services, first-year, sophomore, junior and transfer students. There have been no population updates this academic year. However, the Faculty Advisory Board has approved the addition of seniors and graduate level students for fall 2020. As a reminder, feedback for students can be raised prior to the release of the report (e.g., feedback regarding attendance/participation concerns at the onset of the semester).

The report release date is timed with the college academic calendar to ensure that feedback is provided before the withdrawal deadline (April 13, 2020). This allows students to have the necessary time to withdraw from their courses if needed. Progress reports will be sent out on Monday, March 2, 2020 and will be due by Wednesday, April 1, 2020.

### Reminder About Office Hours

If you need assistance editing your Connect calendar or Connect office hours, please refer to the how-to-guide on the Connect Resource Website at: [http://www.ramapo.edu/connect/faculty/](http://www.ramapo.edu/connect/faculty/). As a reminder, office hours carry forward from semester to semester.

If you have any questions, ideas, or suggestions please email Tracey Bender, tpastori@ramapo.edu or call 201-684-7480.