

Connect

A Getting Started Guide for Faculty Advisors



What is Connect?

Connect gives you a convenient way to support your student's learning, progress and engagement by monitoring academic progress items and other performance indicators that are raised by faculty or are automatically generated by Banner information.

Getting Started

Accessible through my.ramapo.edu or Canvas, Connect will automatically display all students that are enrolled in your courses or are your advisees. From there, you can review items that have been raised about your advisees, provide additional information and close the loop with other faculty and advisors in your student's available Success Network.

Viewing Your Advisee List

Through Connect, a faculty advisor can see his/her list of advisees on the "My Students" Tab:

The screenshot shows the 'MY STUDENTS' tab in the Connect system. At the top, there are tabs for 'MY STUDENTS', 'TRACKING', and 'ATTENDANCE'. Below these are several action buttons: Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Note. A search bar is present with a 'Go' button. The search criteria are set to 'Student Name, Username, or ID' and 'Faculty Advisor'. The 'Connection' dropdown is set to 'Active' and there is an 'Additional Filters' button. The main content is a table with columns for Name, Email, Phone, and Cell Phone. The table lists ten students with their names and email addresses.

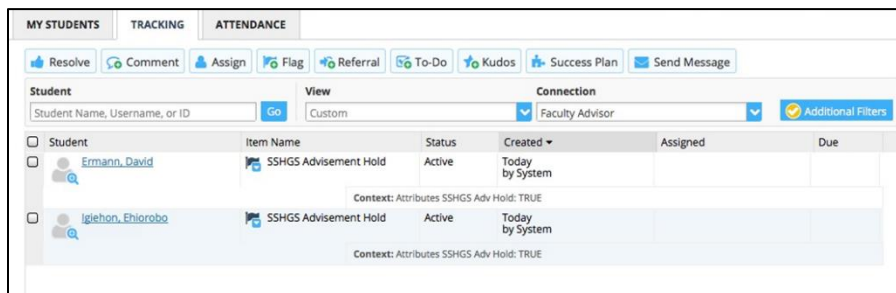
<input type="checkbox"/>	Name	Email	Phone	Cell Phone
<input type="checkbox"/>	Ballan, Brooke	bballan@ramapo.edu		
<input type="checkbox"/>	Dizuzio, Rosella	rdizuzio@ramapo.edu		
<input type="checkbox"/>	Ermann, David	dermann@ramapo.edu		
<input type="checkbox"/>	Flores, Stephanie	sflores@ramapo.edu		
<input type="checkbox"/>	Igiehon, Ehirorobo	eigiehon@ramapo.edu		
<input type="checkbox"/>	Jules, Christine	cjules@ramapo.edu		
<input type="checkbox"/>	La Torre, Michelle	m1atorre@ramapo.edu		
<input type="checkbox"/>	Mangel, Jonathan	jmangel@ramapo.edu		
<input type="checkbox"/>	Raccuglia, Louis	lraccugl@ramapo.edu		
<input type="checkbox"/>	Tracey, Joshua	jtracey1@ramapo.edu		

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Viewing Which Advisees Have Holds

By clicking on the “Tracking” Tab, a faculty advisor can see his/her advisees who have an advisement hold:



The screenshot shows the 'TRACKING' tab in the Connect system. At the top, there are navigation tabs for 'MY STUDENTS', 'TRACKING', and 'ATTENDANCE'. Below these are several action buttons: Resolve, Comment, Assign, Flag, Referral, To-Do, Kudos, Success Plan, and Send Message. The main area displays a table of tracking items for a student. The table has columns for Student, Item Name, Status, Created, Assigned, and Due. Two items are listed: 'SSHGS Advisement Hold' for 'Ermano, David' and 'SSHGS Advisement Hold' for 'Igiehon, Ehirobo'. Both items are 'Active' and were created 'Today by System'. A context note below each item reads 'Context: Attributes SSHGS Adv Hold: TRUE'.

Student	Item Name	Status	Created	Assigned	Due
<input type="checkbox"/> Ermano, David	SSHGS Advisement Hold	Active	Today by System		
Context: Attributes SSHGS Adv Hold: TRUE					
<input type="checkbox"/> Igiehon, Ehirobo	SSHGS Advisement Hold	Active	Today by System		
Context: Attributes SSHGS Adv Hold: TRUE					

In addition, when advisement holds are put on, a faculty advisor receives an email informing him/her which advisees have advisement holds. When the hold is released by the advisor in Web Self-Service/Banner, it will be automatically removed from the Connect system the following business day.

Viewing Academic Progress Items

As shared through Unit Council, Student Success will receive sophomore flags raised and reach out to faculty directly when one of their advisees is “at-risk.” Here’s how to view more information:

You can view tracking items and their status at any time by accessing a student’s folder or viewing the “flags I’m managing” box on your main Connect screen. To view student tracking information:

- Click on the **Students** navigation item at the top of your screen and then choose the **Tracking Items** tab.
- Select the hyperlinked name of the student that you wish to view. Navigate to the **Tracking** tab within the student folder.
- Check off whether you wish to see **Active, Resolved or Both** types of tracking items for the selected student. Most items will have drop downs that will reveal additional information about the raised item.

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Clearing Academic Progress Items and Closing the Loop

You have the ability to resolve/clear progress items. If you would like to do this, follow these next steps:

1. Click on Students at the top of your Connect home screen
2. Click on the student's hyperlinked name from your roster. This will open the Student's Folder.
3. Select the Tracking tab in the Student Folder.
 - a. This will list all active and resolved progress items for that student.
4. Select the drop down next to the progress item and click on Clear Flag or Complete Referral (whichever is applicable).
5. Close the Loop. Write a note to the Professor that raised the progress item indicating that the issue has been addressed with the student. This will email the faculty member that raised the progress item. Comments will not be sent to the student.

>> The Connect Calendar

You can add both regular appointment blocks and walk-in office hours to your Connect calendar. Appointment length and location can be pre-determined and special instructions can be given to students when attending your office hours. Creating appointment blocks is very similar to other calendaring systems. Use the "Add Office Hours" option to create appointments that repeat on a weekly or monthly basis.

>> Frequently Asked Questions

How do I get more detail on a student?

Anytime you see a student's name as a hyperlink, in an email, on your dashboard or throughout various Web pages, this hyperlink takes you to the student's folder.

How do I change how and when I am emailed by Connect?

Connect will email you a daily summary of academic progress item activity for your students. You can change these settings by clicking Profile, and navigating to the Email Notifications tab.

Where can I go for more assistance with Connect?

Email contact can be done through connect@ramapo.edu, stop by Student Success, (D-207) or call 201-684-7441.

We are open to feedback that you may have regarding useful flag information for your area. Please e-mail connect@ramapo.edu regarding any suggestions you may have.