

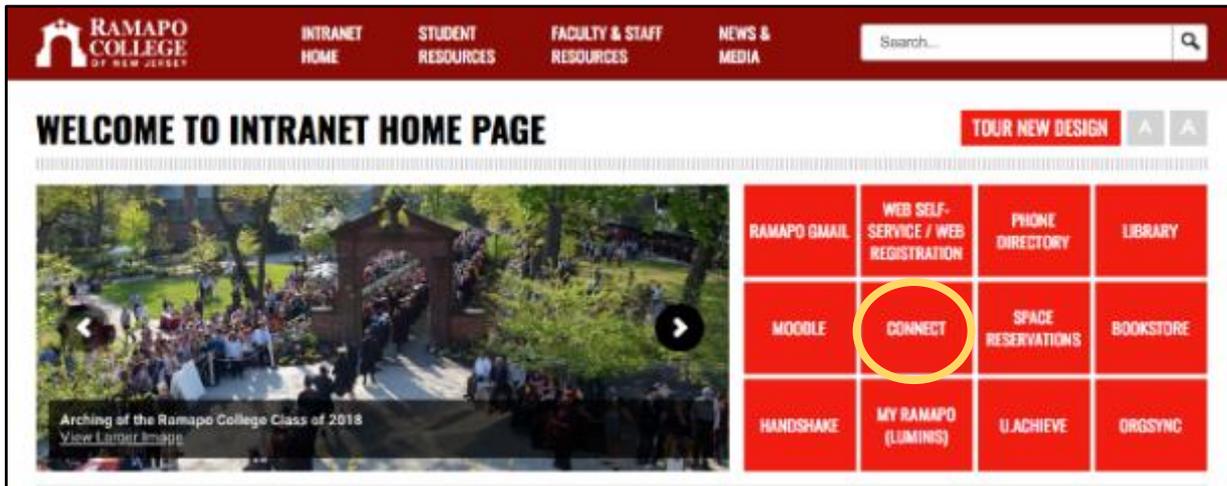


Connect

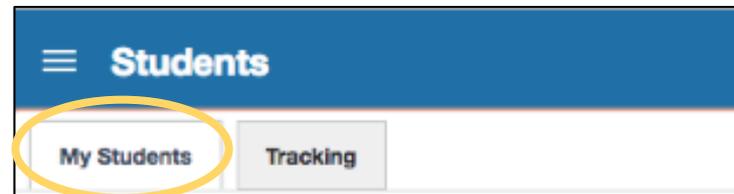
Using Cohorts

Finding Your Student List

- Go to **web.ramapo.edu** and click the red **Connect** button of the right side of the Intranet Home Page.
- Log in using your Ramapo email username and password
- Select “**Students**” from the dropdown to the left of “Home”
- Click on the “**My Students**” tab

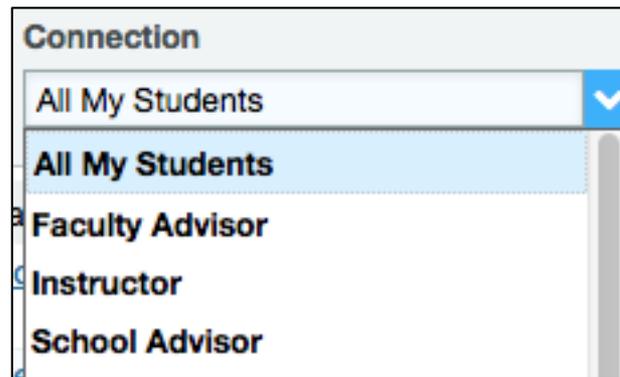


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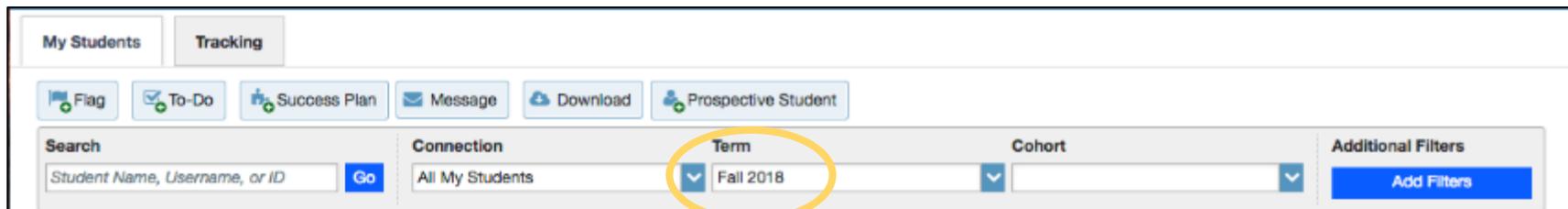


Selecting Your “Connection”

1. Select the “Connection” you have with the students
 - **All My Students:** Shows a combined list of advisees, students from your courses and all students for your unit
 - **Academic Advisor:** Generates a list of your advisees
 - **Instructor:** Shows a combined list of all students from all of your courses for the current term
 - **“X” Advisor:** Displays a list of all students from your assigned role
 - An example would be EOF Advisor would show all assigned students for EOF
 - **Individual Course Name:** Displays course roster for individual course



2. Select the current term in the drop down menu, for example: Fall 2018

A screenshot of a web interface for student tracking. At the top, there are tabs for "My Students" and "Tracking". Below these are several action buttons: "Flag", "To-Do", "Success Plan", "Message", "Download", and "Prospective Student". A search bar is present with the placeholder text "Student Name, Username, or ID" and a "Go" button. Below the search bar, there are three dropdown menus: "Connection" (set to "All My Students"), "Term" (set to "Fall 2018", circled in yellow), and "Cohort". To the right of these dropdowns is an "Additional Filters" section with an "Add Filters" button.

Selecting the Cohort

- Select the “Cohort” from the drop down menu that you wish to message
 - Please note: Cohorts add to each other. If you select “sophomore” and select “Accounting Major” you will see all sophomores at Ramapo and all Accounting majors. Not just Accounting majors that are sophomores.
- Click in the white space to run the list
- Your list of students should update to show only students that match your selected Cohort.
 - For instance, an SSHGS faculty member looking at the “School Advisor” connection will notice there are 460 SSHGS students (this number is displayed in the bottom right corner of the screen). If they then check off “Political Science Major” from the Cohort drop down menu, the list refreshes and there are now 70 students remaining on the list.



The screenshot shows a search bar with the following elements:

- Search:** A text input field containing "Student Name, Username, or ID" and a blue "Go" button.
- Connection:** A dropdown menu with "All My Students" selected, highlighted by a yellow circle.
- Term:** A dropdown menu with "Fall 2018" selected.
- Cohort:** A dropdown menu with "Political Science Major" selected, highlighted by a yellow circle.
- Additional Filters:** A blue "Add Filters" button.