



# Connect

## How to View a Transfer Equivalency Form

# Search for the Student

- To search for a student, enter either their R Number or first/last name.
- Click on the white search bar on the top of the screen that says **Search For Students**.

The screenshot displays the 'Connect' software interface. At the top, there is a navigation bar with a hamburger menu icon and the word 'Connect'. Below this, a search bar is visible with a magnifying glass icon and the text 'Search For Students'. The interface includes several functional buttons: 'Office Hours', 'Appointment', 'Group Session', 'Scheduling Wizard', and 'Reserve Time'. A system announcement banner reads: 'System Announcement: Welcome to Connect! Please send questions and feedback to tpastor@ramapo.edu.' The main content area is divided into two panels. The left panel, titled 'Flags I'm Managing', shows a table with columns for 'Name' and 'Flag Name'. The right panel, titled 'Recent Changes', features a 'Show' dropdown set to 'All Activity' and a 'Changed in' dropdown set to 'Past 24 hours'. It lists several activity items, including 'Completed' and 'Raised Fla' (Raised Flag) with corresponding colored icons and descriptions like 'Establish Career Readiness: Focus 2 Self-Assessment', 'SSHS Pathways Required: Today', 'Career Pathways Required: Today', and 'ASB Career Pathways Required: Today'. A footer at the bottom left contains the copyright notice: 'Copyright © 2008-2018, Starfish Retention Solutions, Inc. U.S. Patent No. 8,472,862. Additional Patents Pending.'

# Look for Student Files

- After selecting your student, you will see an overview of the student's academic information.
- Under the bold heading "Student Files", the "Transfer Equivalency Form" will be attached with their selected R number.

The screenshot displays a student profile interface. At the top, there is a blue header bar. Below it, a row of action buttons includes 'Flag', 'To-Do', 'Success Plan', 'Message', 'Appointment', and 'File'. A left sidebar contains navigation options: 'Overview' (selected), 'Info', 'Success Plans', 'Courses', 'Tracking', 'Meetings', 'Notes', and 'Network'. The main content area is divided into two sections. The 'Student Information' section lists four items, each with a checkmark: 'Hometown: [redacted]', 'High School GPA: [redacted]', 'SAT Math less than [redacted]', and a link 'Link to Degree Eval'. The 'Student Files' section shows a single file attachment: 'Transfer Equivalency Form (uploaded by [redacted] on 10-02-2017)'. The interface uses a clean, modern design with a light blue and white color scheme.

# Download the File

- You will then be asked to download the PDF file in order to view the document.

