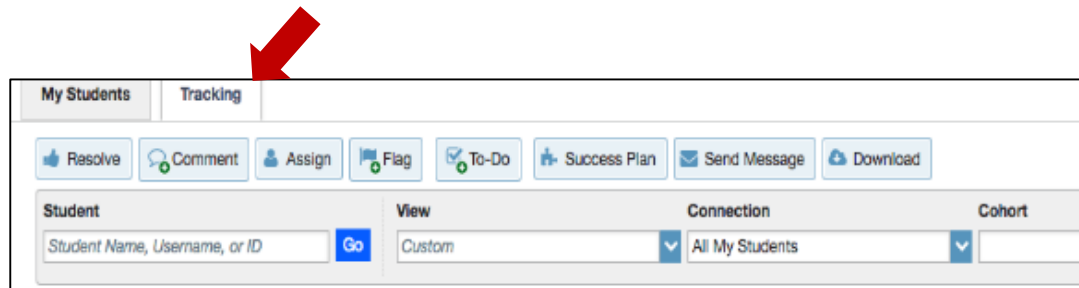
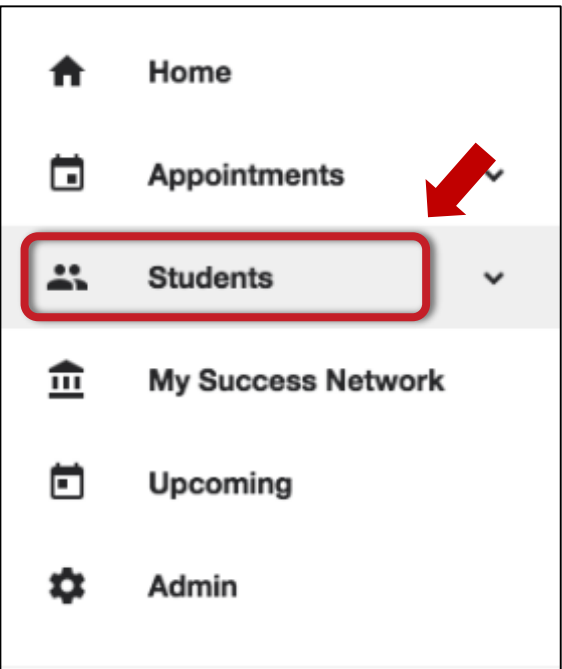




# **Managing Your Advisees, Closing To Do Items for Faculty**

# Find Students with To Do Item

- Search Students with To Do Item
- OR
- View your course roster in the “**Students**” menu
    - Select the “**Tracking**” tab



# Clear To Do Item for 1 Student

- Hover your mouse over the checkbox icon next to the item
- Select the “Clear” Button

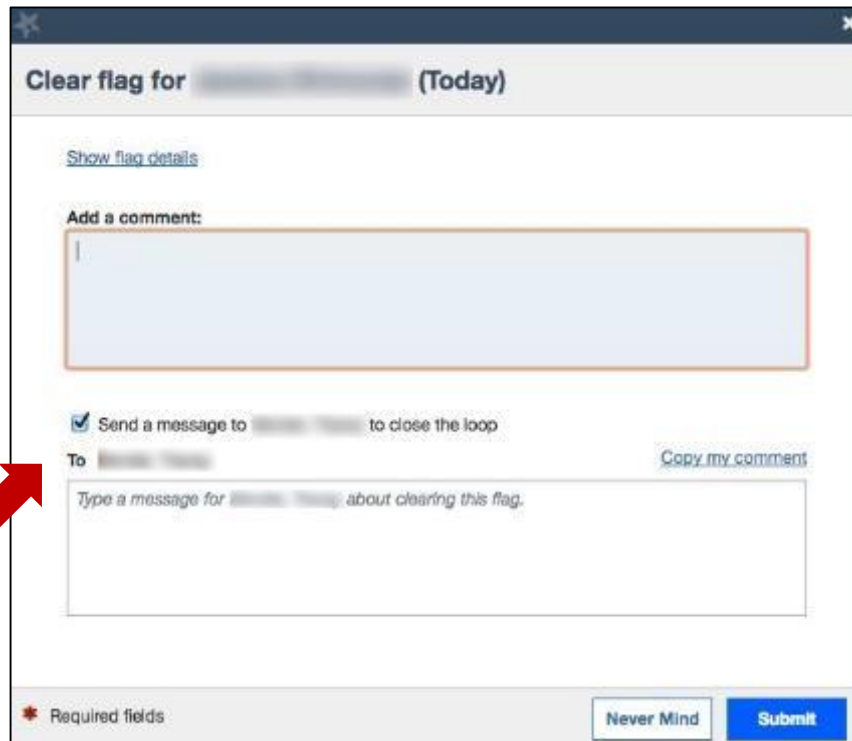
The screenshot displays a web interface for student tracking. At the top, there are tabs for 'My Students' and 'Tracking'. Below these are several action buttons: 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. A search bar for 'Student Name, Username, or ID' is present, along with filters for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. A table lists items, with one item highlighted: 'Missing Assignments' with a status of 'Active' and a creation date of 'Today'. A red arrow points to the checkbox icon next to this item. A modal window is open over the item, showing a 'SUMMARY' tab and 'STUDENT INFO'. The summary includes the text 'Missing Assignments', 'Raised by', and 'ABSTRACT ALGEBRA Section 01 (Sp17\_MATH432-01)'. At the bottom of the modal, there are buttons for 'Details', 'Edit', 'Comment', and 'Clear'. A second red arrow points to the 'Clear' button.

# Clear To Do Item for 1 Student

- If you leave the box checked and do not type in any comments, then the professor will receive a generic “a flag has been closed” email that is a template that Starfish created with no details
- An example of this email reads:

Dear \_\_\_\_\_,

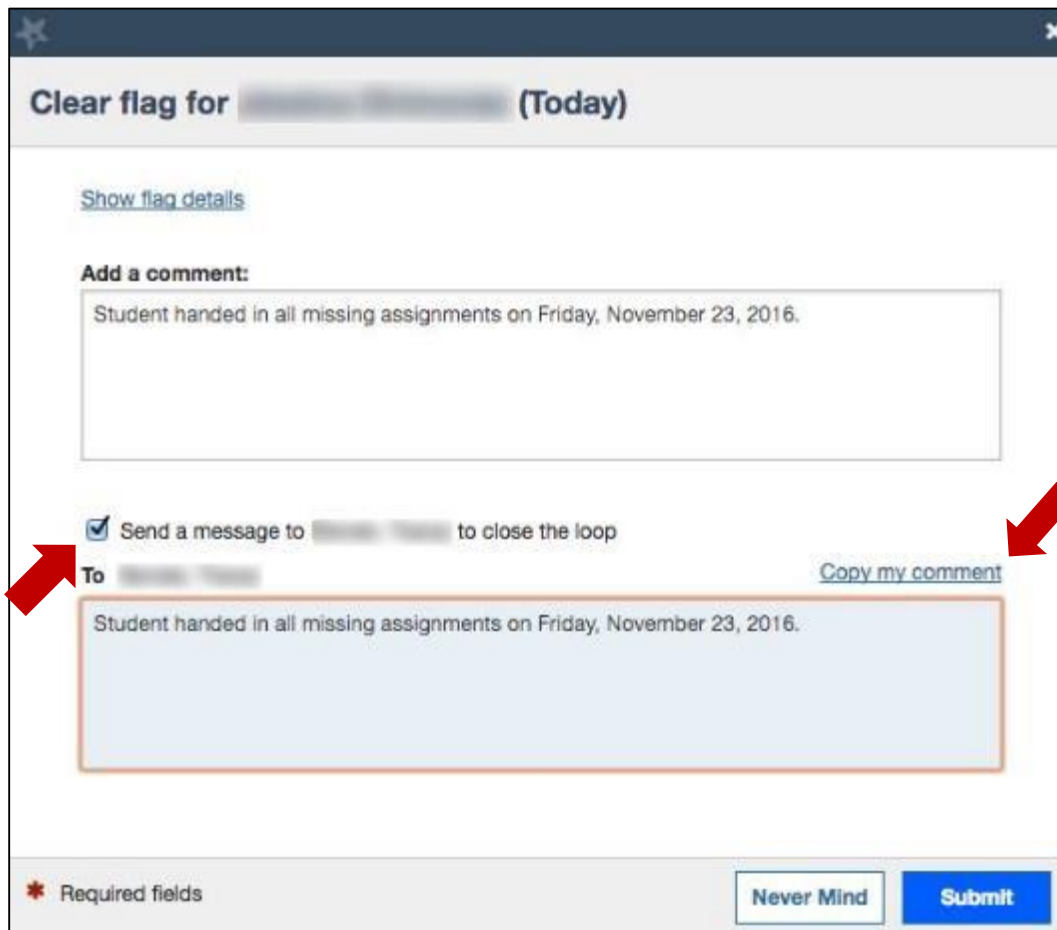
The “Missing Assignments” item which you created for \_\_\_\_\_ on \_\_\_\_\_ was closed on \_\_\_\_\_ by \_\_\_\_\_.



The screenshot shows a web form titled "Clear flag for [redacted] (Today)". At the top left is a star icon and a close button. Below the title is a link "Show flag details". The main section is "Add a comment:" with a large text input field. Below that is a checked checkbox "Send a message to [redacted] to close the loop". To the right of this checkbox is a "Copy my comment" link. Below the checkbox is a "To:" field with a redacted name and a "Type a message for [redacted] about clearing this flag." text area. At the bottom left is a red asterisk icon and the text "Required fields". At the bottom right are two buttons: "Never Mind" and "Submit". A red arrow points to the "Send a message to" checkbox.

# Clear To Do Item for 1 Student

- If you leave the box checked and add notes OR select “**copy my comment**”, then the professor will receive the generic email with your comments included



Clear flag for [redacted] (Today)

[Show flag details](#)

**Add a comment:**

Student handed in all missing assignments on Friday, November 23, 2016.

Send a message to [redacted] to close the loop

To [redacted] [Copy my comment](#)

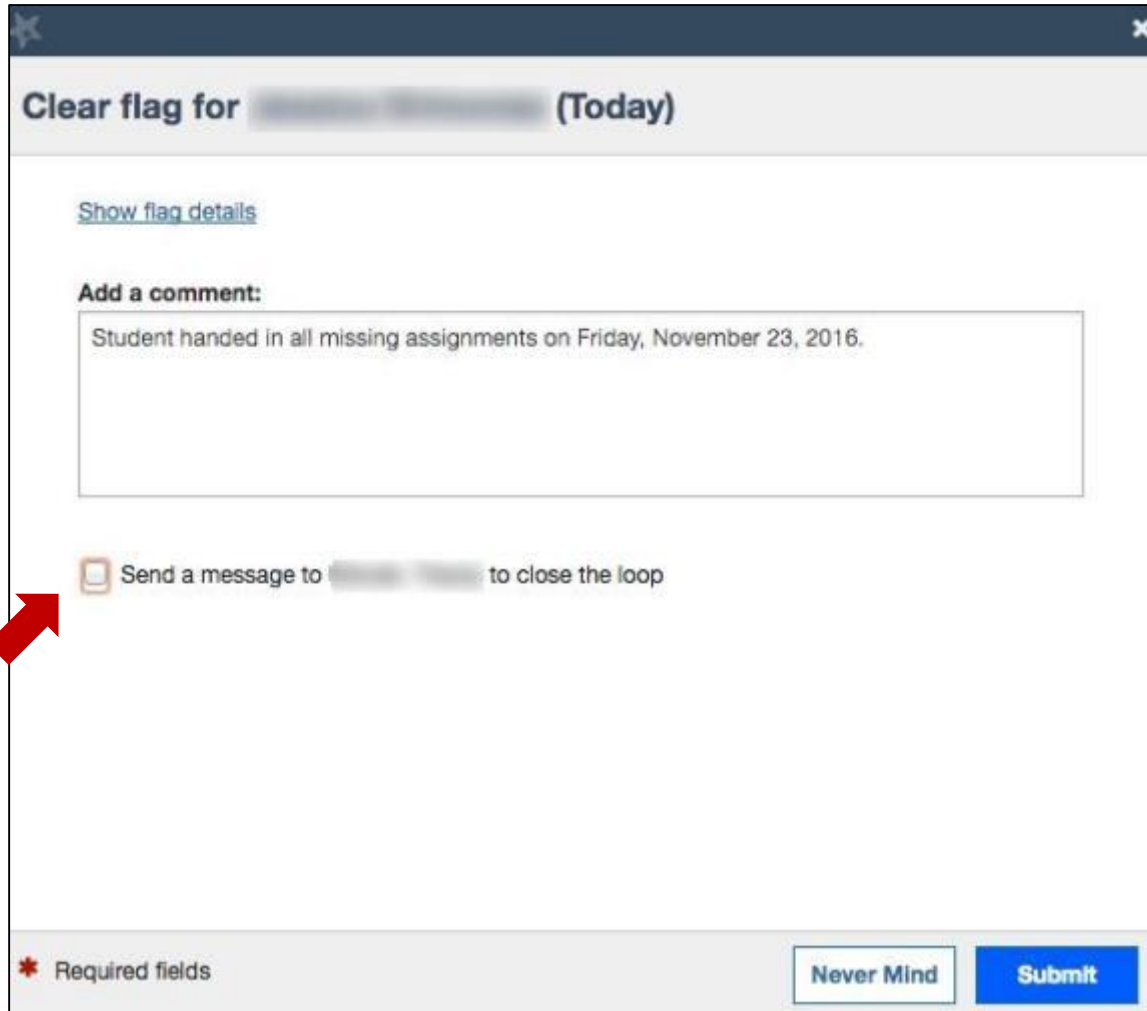
Student handed in all missing assignments on Friday, November 23, 2016.

\* Required fields

Never Mind Submit

# Clear To Do Item for 1 Student

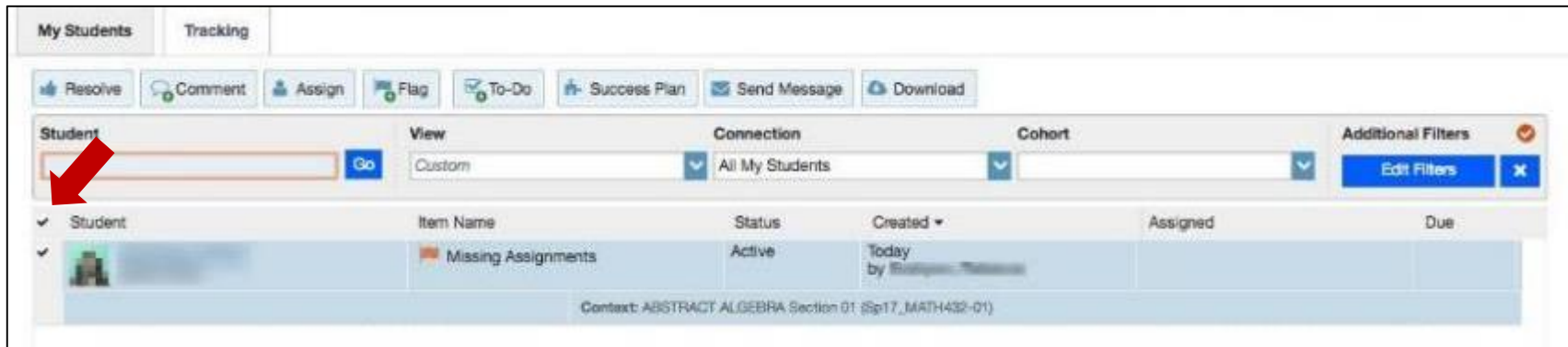
- If you uncheck the “send a message to X professor to close the loop” box, then the faculty member will not be notified that their flag is closed



The screenshot shows a web interface for clearing a flag. At the top, it says "Clear flag for [redacted] (Today)". Below this is a link for "Show flag details". A section titled "Add a comment:" contains a text box with the text "Student handed in all missing assignments on Friday, November 23, 2016." Below the comment box is a checkbox labeled "Send a message to [redacted] to close the loop". A red arrow points to this checkbox. At the bottom left, there is a legend for "Required fields" with a red asterisk. At the bottom right, there are two buttons: "Never Mind" and "Submit".

# Clear To Do Item for Multiple Students at once

- Check off all the Students that you wish to clear the item for



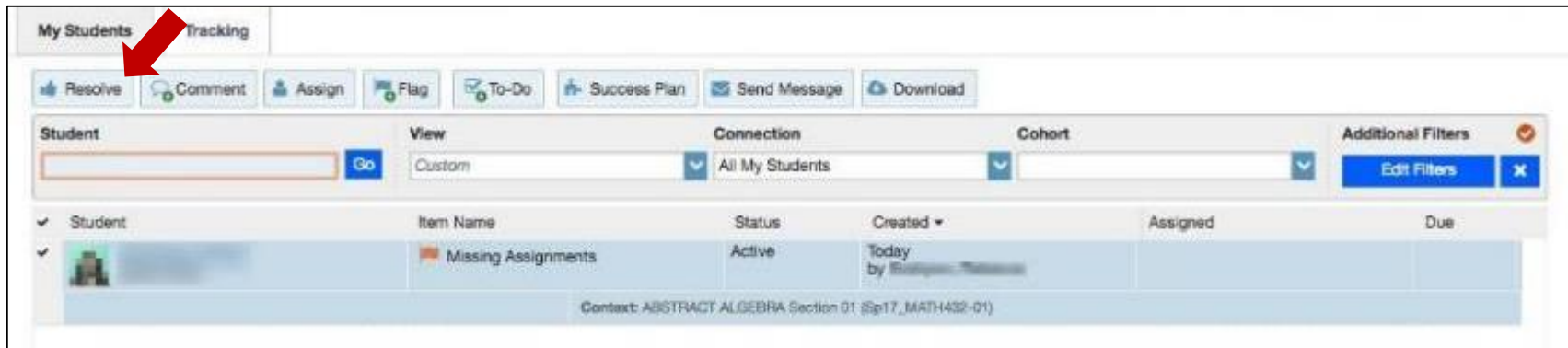
The screenshot shows a web interface for tracking student progress. At the top, there are tabs for 'My Students' and 'Tracking'. Below the tabs is a toolbar with buttons for 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. The main area contains a search bar labeled 'Student' with a 'Go' button, and several dropdown menus for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. An 'Additional Filters' button is also present. Below the search and filter options is a table with the following columns: 'Student', 'Item Name', 'Status', 'Created', 'Assigned', and 'Due'. The table contains one row with a student profile picture, a 'Missing Assignments' icon, the status 'Active', and a 'Created' date of 'Today by [User Name]'. A red arrow points to the 'Student' column header.

Student	Item Name	Status	Created	Assigned	Due
	Missing Assignments	Active	Today by [User Name]		

Contact: ABSTRACT ALGEBRA Section 01 (Sp17\_MATH432-01)

# Clear To Do Item for Multiple Students at once

- Click on the “**Resolve**” Button

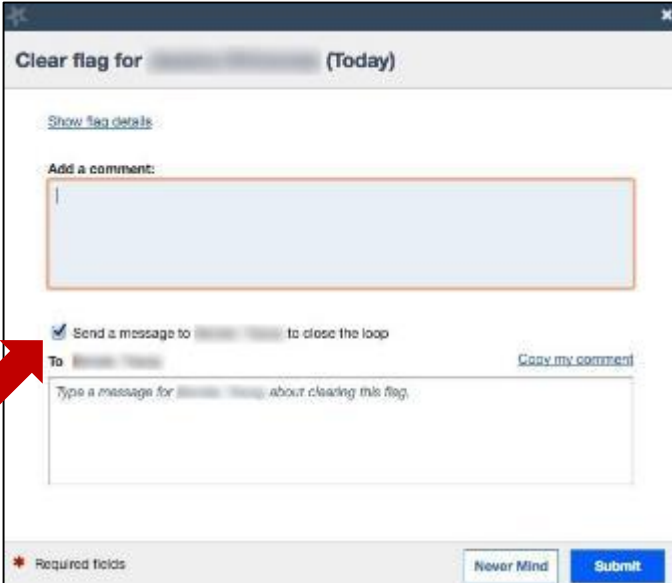


The screenshot shows a web interface for managing students. At the top, there are tabs for 'My Students' and 'Tracking'. Below the tabs is a toolbar with several action buttons: 'Resolve', 'Comment', 'Assign', 'Flag', 'To-Do', 'Success Plan', 'Send Message', and 'Download'. A red arrow points to the 'Resolve' button. Below the toolbar is a search and filter section with a 'Student' input field, a 'Go' button, and dropdown menus for 'View' (set to 'Custom'), 'Connection' (set to 'All My Students'), and 'Cohort'. There is also an 'Additional Filters' section with an 'Edit Filters' button. Below this is a table with the following columns: 'Student', 'Item Name', 'Status', 'Created', 'Assigned', and 'Due'. The table contains one row with a student profile picture, a 'Missing Assignments' item, and a status of 'Active'. The 'Created' column shows 'Today by [User Name]'. At the bottom of the table, there is a context string: 'Context: ABSTRACT ALGEBRA Section 01 (Sp17\_MATH432-01)'.



# Clear To Do Item for Multiple Students at once

- The following options to clear multiple flags are the same when clearing only one flag:
  - If you leave the box checked and do not type in any comments, then the professor will receive a generic “a flag has been closed” email that is a template that Starfish created with no details
  - If you leave the box checked and add notes OR select “copy my notes”, then the professor will receive the generic email with your comments included
  - If you uncheck the “send a message to X professor to close the loop” box, then the faculty member will not be notified that their flag is closed



Clear flag for [Name] (Today)

[Show flag details](#)

Add a comment:

Send a message to [Name] to close the loop

To [Name] [Copy my comment](#)

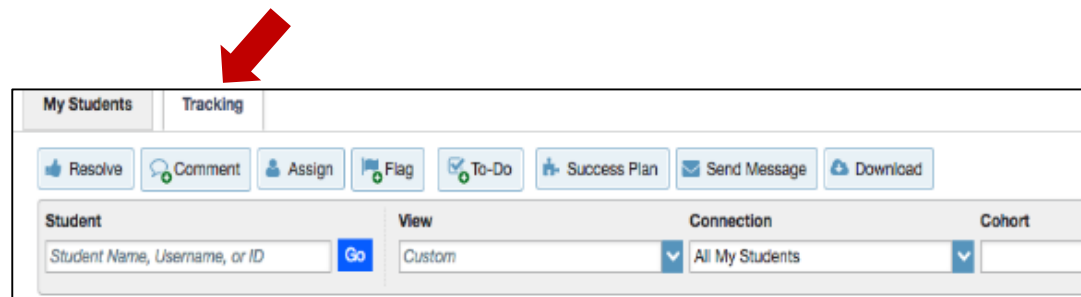
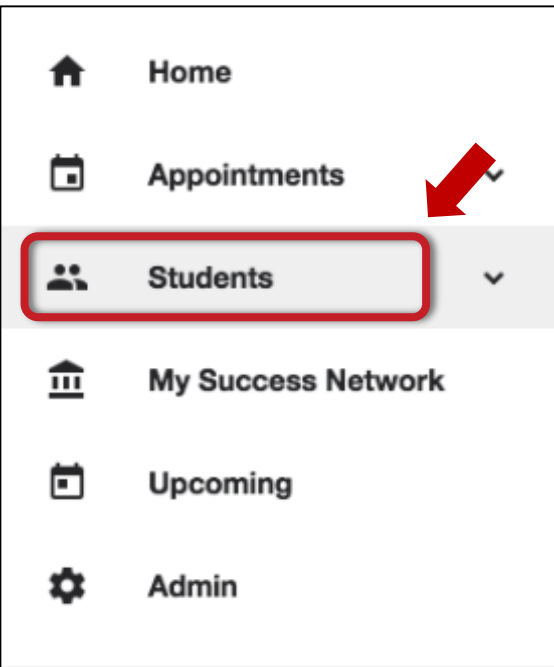
Type a message for [Name] about clearing this flag.

\* Required fields

# **Clear Attendance Flag Item for One Student**

# Find Students with Attendance Item

- Search Students with Attendance Flag Item
- OR
- View your course roster in the “**Students**” menu
    - Select the “**Tracking**” tab



# Clear Attendance Item for 1 Student

- Hover your mouse over the checkbox icon next to the Attendance item
- Select the “**Clear**” Button

The screenshot shows the 'Connect' system interface. At the top, there is a blue header with the 'Connect' logo and a 'MY STUDENTS' tab. Below the header, there is a 'TRACKING' section with a search bar and a 'View' dropdown. A row of action buttons includes Resolve, Comment, Assign, Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Download. Below this is a table with columns for Student, Retention Score, Item Name, and Status. The table contains several rows, with the third row highlighted in blue. This row is for an 'Attendance Concern' item. A red arrow points to the checkbox icon next to this item. A modal window is open over the 'Attendance Concern' row, showing a 'SUMMARY' tab and a 'STUDENT INFO' tab. The 'SUMMARY' tab is active, and it shows the item name 'Attendance Concern' and a list of related items. A red arrow points to the 'Clear' button at the bottom of the modal window.

**If you have any further  
questions, please don't hesitate  
to connect Tracey Bender at  
tpastori@ramapo.edu**