



Connect

A Getting Started Guide for Faculty

>> Welcome to Connect! (Ramapo's Early Alert System)

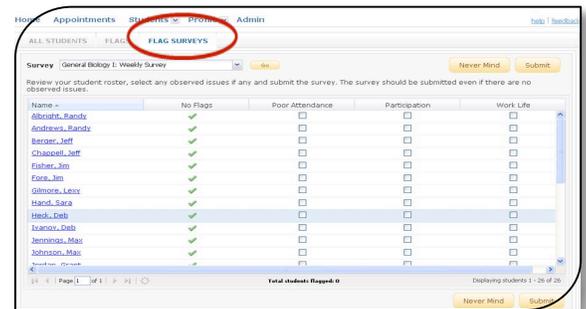
Connect gives you a convenient way to support your student's learning and progress by raising academic progress items when you observe excellent work or performance that concerns you, ensuring that the people on campus who can intervene are aware.

Getting started is easy. Accessible through web.ramapo.edu, Luminis or Moodle, Connect will automatically display all students that are enrolled in your courses. From there, you can begin raising academic progress items about students, review items that have been raised about your students, provide additional information and close the loop with other faculty and advisors in your student's available Success Network.

>> Academic Progress Surveys

You will receive an email reminder when there is a new Academic Progress Survey for you to complete. An Academic Progress survey will be sent out once during the semester.

1. Click on the **Students** navigation item and then choose the **Progress Surveys** tab.
2. Check the boxes to raise academic progress items about certain students.
3. Click **Submit** when you are finished to raise the selected progress items.



Note: If you do not have an academic progress item to raise about a student, the automatic survey response is set to No Feedback. You must still hit submit for the survey to be completed even if there is no feedback.

>> Frequently Asked Questions

Do I have to raise an academic progress item for every student enrolled in my course?

No. For Academic year 2017-2018, academic progress items will only be available for all first-year students, sophomore students, junior students, transfer students and all students associated with the offices of EOF, OSS, and Athletics.

When will I have the opportunity to raise Academic Progress Items this year?

One survey will be sent out during the fall semester. The survey date will be posted on the Connect resource website: www.ramapo.edu/connect and is strategically chosen each semester based on the course withdrawal date.

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. The student folder contains a) the student's contact information, b) notes recorded by you or shared with you, and c) academic progress items raised in Connect.

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.

>> 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.

>> 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.

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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.