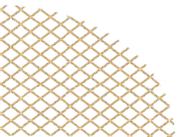


RCNJ

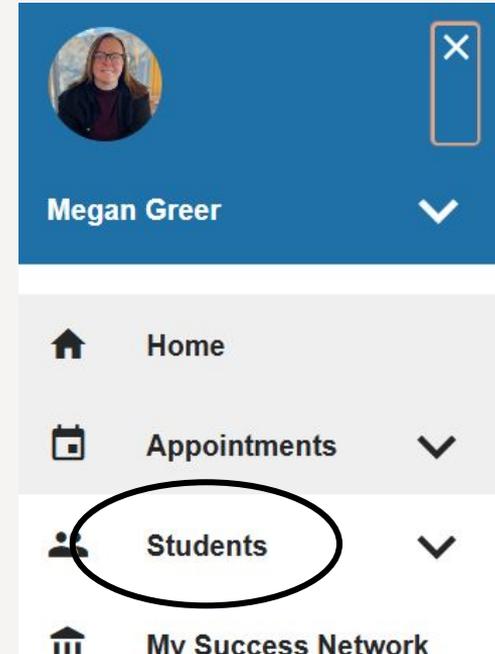
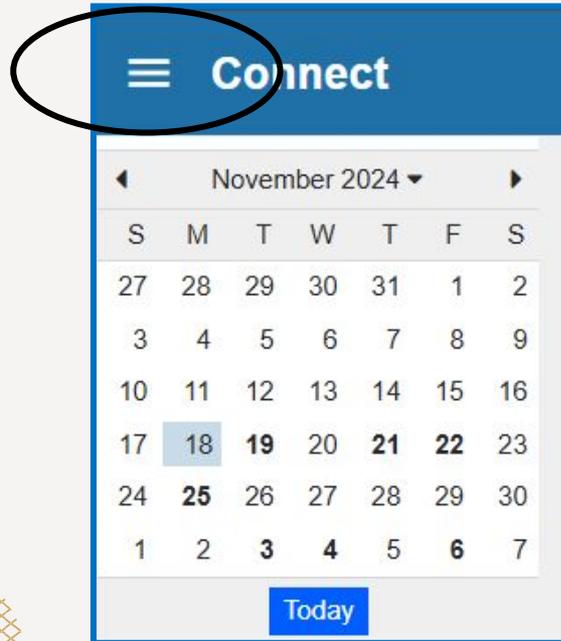
How to Find Your Advisees & Active Holds using Connect

Center for Student Success



How to Find Your Advisees on Connect

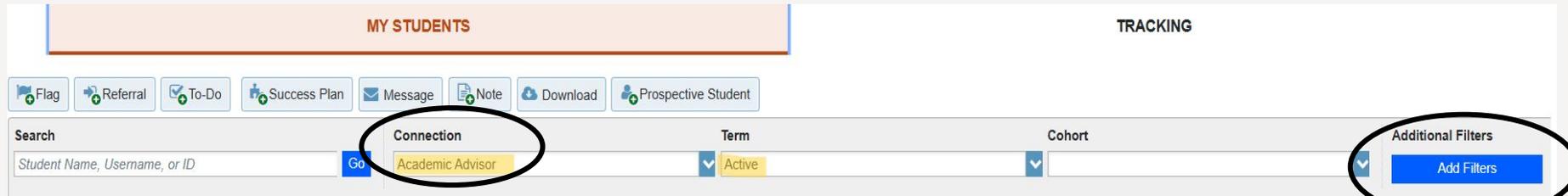
Click on the three horizontal lines at the top left hand corner and then click on the “**Students**” tab.



How to View Active Advisement Holds

Make sure “Academic Advisor” is selected under “**Connection**”. Then the term should say “**Active**”.

- Leave “Cohort” blank and then click “Add Filters”



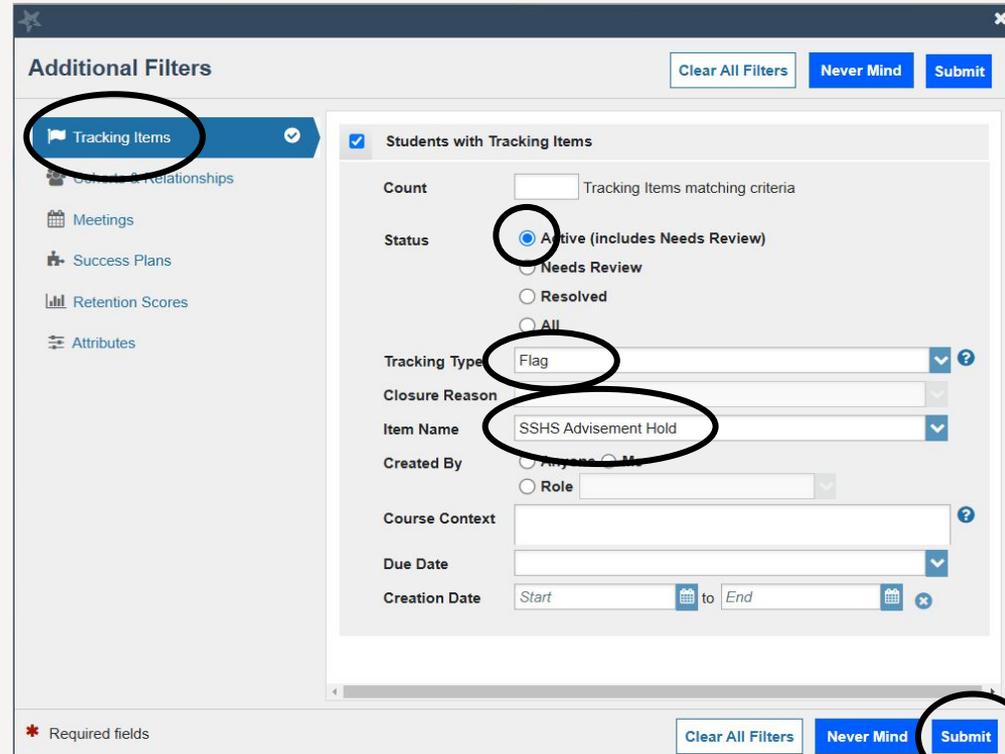
The screenshot shows a web interface for tracking students. At the top, there are two tabs: "MY STUDENTS" (selected) and "TRACKING". Below the tabs is a navigation bar with buttons for "Flag", "Referral", "To-Do", "Success Plan", "Message", "Note", "Download", and "Prospective Student". The main area contains a search bar and filter options. The search bar is labeled "Search" and has a placeholder "Student Name, Username, or ID" and a "Go" button. The filter options are: "Connection" (set to "Academic Advisor"), "Term" (set to "Active"), and "Cohort" (blank). An "Additional Filters" dropdown menu is visible on the right, with an "Add Filters" button. The "Connection" and "Add Filters" elements are circled in black.

How to View Active Advisement Holds

At the next screen, click on “Tracking Items”. You will then click on the “Active (includes needs review)” radio button.

- On the drop down menu for “Tracking Type”, click on “Flag”.
- After that click on “Item Name” and then your schools advisement hold. (Example: SSHS Advisement Hold)

When you click the submit button, you should get a list of your students on your caseload with active advisement holds.



Additional Filters Clear All Filters Never Mind Submit

Tracking Items

- Relationships
- Meetings
- Success Plans
- Retention Scores
- Attributes

Students with Tracking Items

Count Tracking Items matching criteria

Status **Active (includes Needs Review)**
 Needs Review
 Resolved
 All

Tracking Type

Closure Reason

Item Name

Created By Any Me
 Role

Course Context

Due Date

Creation Date to

* Required fields Clear All Filters Never Mind Submit

If you still have questions about accessing your advisee caseload in Connect, you can email success@ramapo.edu for assistance. We are happy to help you!

