

Welcome to Spartan Success Network (powered by Starfish®)



Spartan Success Network (SSN) gives you a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware. It also allows your students to easily book an appointment with you or someone else who can help.

Getting started is easy. Access the system by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.

From there, you can raise flags about students, review flags that have been raised about your students, and provide additional information.

This guide highlights the steps for completing four common tasks in SSN:

1.	Setup your Profile	2
	Setup your first Office Hours block	
	Respond to a Progress Survey for students in your courses	
4.	Raise a Flag on one of your students	5

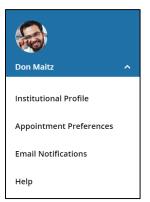
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Setup your Profile

Some of your profile, such as your contact information, is imported from your LMS or SIS.

- 1. Click on your name in the top navigation bar and select the **Institutional Profile** tab.
- 2. Help students put a face to your name by using the **Upload Photo** link beneath your existing photo or placeholder to upload a photo.



Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.

 Edit your Phone and add an Alternate Email address to have SSN send email to an address other than your

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institution email. Select the **Both** radio button to receive email at both accounts.

- 4. Double check that the **Time zone** selected matches your time zone. This time zone will be used when including appointment times in emails from SSN.
- Add information to the General
 Overview and My
 Biography sections to let students know a bit more about you.

general message should go here. Tell people how you can help them during your office hours.	
teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. Men you sign up for your meeting, be sure to select the reason that best describes what you'd like to lake 1. Can hely out hink through topic choices and fulfines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options read hurr dervare annitements or crearer sentimetine.	
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This information will appear to students who can make appointments with you in SSN.

6. Click the **Submit** button to save your changes.

Notes:

For more information and additional profile settings, reference the <u>End Users' Guide to Connect</u>. You may also find the following *Two Minute Tips* helpful:

- Update your Profile
- Update how you are emailed about Flags, To-Dos, and Referrals
- Update how you are emailed about Appointments

Setup your first Office Hours block

The first time you log in to SSN, the system will provide a 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours", and then click the Close button.

If your office hours are different week to week, follow the "**If your office hours don't repeat weekly**, <u>click here</u>" link.

Office Hours Setup Wizard

If your office hours recur:

- Complete the fields presented to specify:
 - What day(s) do you have office hours? check the boxes for each day.
 - What time are your office hours? - enter a start and end time.
 - Where are they? select the Type of setting and enter the Details in the field provided (e.g., the building and room number of your office).
 - If relevant, provide
 Instructions for students
 who make appointments with you.

1. What day(s) do you have office hours?						
2. What time are your office hours?						
Enter Start Time to Enter End Time						
3. Where are they	?					
Туре	in an office 🔽					
Details	Enter an office location					
Instructions	Knock once and enter					

2. Click the **Set up Office Hours** button to save your office hours.

Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours, Add Appointment, Add Group Session, Reserve Time** or use the **Scheduling Wizard**.

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	6	7	8	9	10	11	12	Agenda	Day	Week	

Each of these options is discussed in greater detail in the <u>End Users' Guide to Connect</u>. You may also find the *Two Minute Tip* on <u>How to Create Office Hours</u> helpful.

Respond to a Progress Survey for students in your courses

You will receive an email reminder when there is a new survey for you to complete. Each individual survey presents a student roster for one course section in which you can raise flags.

My Students Tracking Attendance Progress Surveys

nsider any students who have performed poorly or particularly well through midterms. Please consider providing a specific referral re

In danger of failing

•

Enter comments here

•

•

roduction to Creative Writing (ENGL200.01.201403): Midterm Re... 🔽

1. Select the progress survey link on your SSN Home page to go to the Progress Surveys tab (only visible when you have active surveys).

≡ Starfish လြုံOffice Hours 🛱 Appointment 💏 Group Session 🎻 Event 🎢 Scheduling Wizard လြုReserve Time 🖉 Record Attendance 6) System Announcement: Fall course approvals are required for registration and must be in by the end of the month Q Outstanding Progress Surveys: General Biology II (SCI-BIOL201-600-201802); 3 Question Flag Survey, mo

🖺 Save Draft

Visit Advising Center 0

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ommendation for support. You an click on the hyperlink o

Displaving 8 Stude

The selected survey opens, listing your students on the left and items you may raise across the top.

2. Check the box for each desired item/ student combination.

> Click the comments icon (¹⁶) to open a text box for your notes.

Click the information icon (1) associated with an item to verify whether or not the student can view the flag and related comments.

In danger of failing 🍳	Poor Academic Performance	Visit Advising Cent			
	when a student is in danger of fa	ailing after 4			
	weeks in to term * This flag is visible to the student				

3. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

Important

Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the Save Draft option if you aren't ready to submit your survey.

Notes:

You may be asked to submit more than one course survey if more than one of your courses has been included in the survey plan for your institution. They will be listed in the drop-down menu on the Progress Surveys tab.

Watch the *Two Minute Tip* on completing a progress survey for a demonstration of this feature.

he student's name to open his or her student folder. Just dose the folder to return to the Survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose than power to an excel the survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose than power to an excel the survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose than power to an excel the survey page. Remember to "Save Draft" periodically if you are doing a little bit at a time so that you don't lose than power to an excel the survey page. Search: Name Albright, Randi Constantion (Constant) 9931543SF

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Robwoll, Phillip Total items selected: 3

Required fields

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Raise a Flag on one of your students

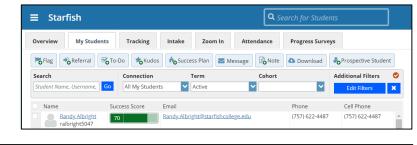
When you have a concern with a particular student, raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

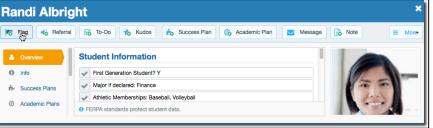
- Click on the Students navigation item to see your list of students.
- Find the desired student by typing the name into the Search box.
- Click on the student's name to bring up the Student Folder.
- Click the Flag button.
 A list of flags that you have permission to raise on this student is displayed.
- 5. Select the desired **Flag** from the list.
- If relevant, select a course from the Course Context drop down list and enter notes in the Comment box.
- 7. Click the Save button.

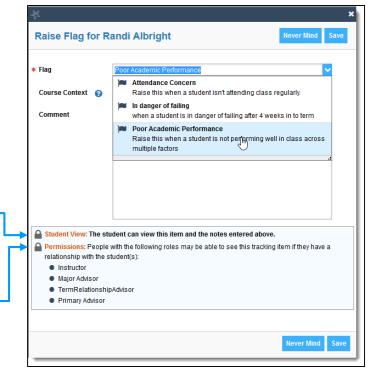
Notes:

The **Student View:** indicates whether • the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.







Frequently Asked Questions

How do I change how I am emailed by SSN?

SSN will email you a calendar item for each appointment and a summary of flag activity for your students. Use the **Email Notifications** tab of your **Profile** to modify details of how and when you receive these notifications. For more information see:

- Update how you are emailed about Flags, To-Dos, and Referrals
- Update how you are emailed about Appointments

How do I get more detail on a student?

Click the hyperlink associated with the student's name wherever you find it to reach the **Student Folder**. (e.g., in the student list, on an appointment, or in a progress survey).

How do I cancel office hours?

Cancel one occurrence

Select the day from the calendar, and *hover* (don't click) over the icon associated with the **Office Hours** on the desired day (^O).

Click the **Cancel button** and select, **"Just this one"** from the pop up **Office Hours** card presented.

Cancel a series

From the **Agenda** view, *hover* (don't click) over the **Office Hours** icon (⁽²⁾) next to an office hour title.

Select **Cancel** from the pop up **Office Hours** card presented. (If the day you have selected on the calendar includes an occurrence, you will have the option to cancel "Just this one" or "The entire series.")

