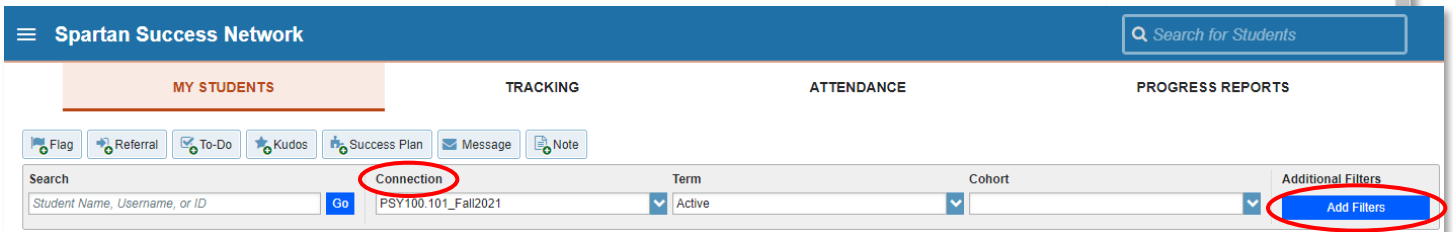
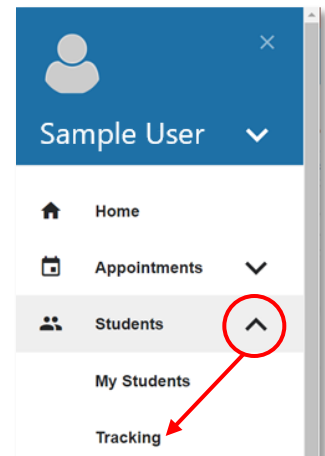
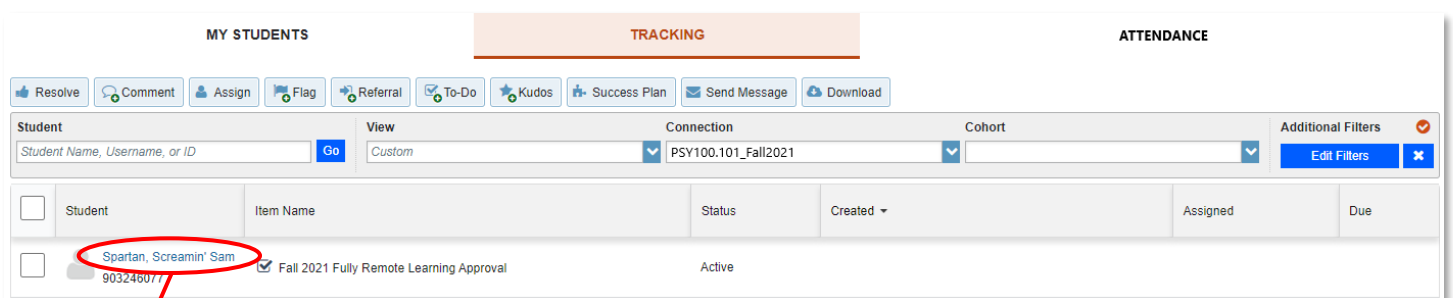
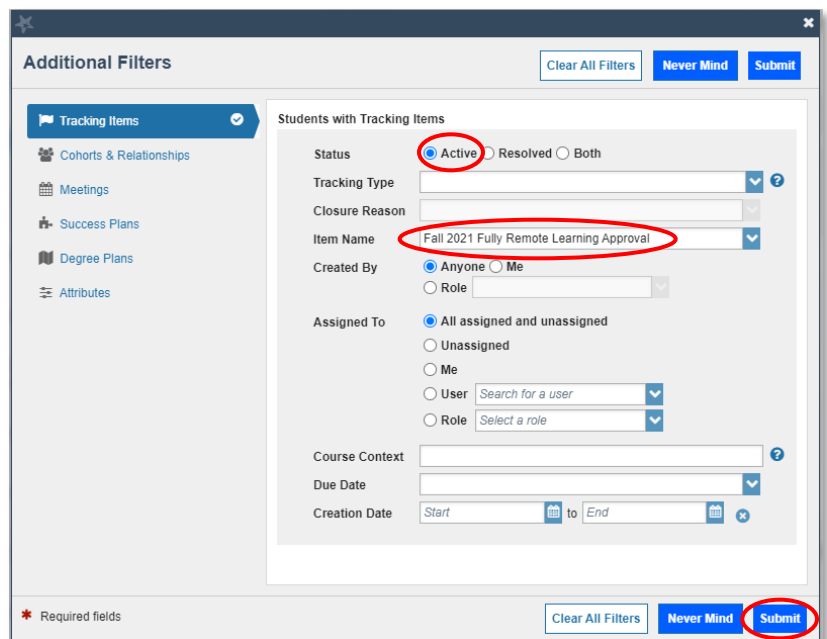


How to Identify Students Who Have Been Approved for Fall 2021 Fully Remote Learning

1. In Spartan Success Network, open the **menu** by clicking on the three horizontal bars in the upper left corner.
2. Click on **Students** and select **Tracking**.
3. Select a **Connection** in which you'd like to check for students who will be learning remotely. This may be a specific course (the example shown below) or a specific role (e.g., instructor, primary advisor, etc.).
4. Click on the **Add Filters** button.



5. Ensure that **Active** status is selected.
6. Choose **Fall 2021 Fully Remote Learning Approval** from the **Item Name** drop-down menu. (If this item is not an option, there are not any students connected to you with the to-do.)
7. Click the **Submit** button.
8. View the filtered roster to identify students who are approved for fully remote learning. (If "No items to display" appears, there are no students in your selected connection who have received such approval.)



NOTE: From the filtered roster, click on the student's name, navigate to their Tracking channel, and open the Fall 2021 Fully Remote Learning Approval to-do to display instructions the student has been given to support their fully remote learning experience.

Questions about fully remote learning approval may be directed to remoterequest@ycp.edu.

