Training Agenda

• Why did we create the Spartan Success Network?
• Brief FERPA refresher
• Moodle attendance and gradebook
• Navigating student rosters
Faculty and Staff Help

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.

Below are a few resources to help you navigate your way through the Spartan Success Network.

**Training Modules**
- [Training Modules Slides](#)

**Access and Navigation**
- [Getting Started Guide for Faculty and Staff](#)
- [FERPA quick review](#)
- [Moodle Tools for SSN - Adding the Attendance Activity](#)
- [Guide to Filtering Student Rosters in SSN](#)

**Flags, Kudos, Referrals, and To-Dos**
- [Student Attendance Verification Survey Instructions](#)
- [Student Performance Progress Survey Instructions](#)
- [Email Templates: Tracking Item Notifications to Students](#)
Why did we create the Spartan Success Network?

- SSN replaces hidden databases and aggregates student data in a shared area to help you:
  - Have more access to/a better picture of student profiles and performance than ever before
  - Identify and easily communicate with other people in a student’s network
  - Receive guidance and timely support from Retention Coordinators in addressing concerns about students
  - Demonstrate and document due diligence in supporting students

- SSN is a virtual tool, but it does not replace good advising
FERPA refresher

• Our relationship is with the student; they are responsible for their education, their choices, and for meeting their graduation requirements.

• Without a student-signed FERPA waiver, we cannot notify parents or legal guardians regarding:
  • students’ grades
  • academic actions
  • financial matters
  • certain conduct violations

• Student records and information can be shared with school officials in an “educational right to know” way, which is why using the Spartan Success Network by select school officials does not violate FERPA.
The Importance of Using Moodle @ YCP

- Moodle data is automatically fed into the SSN
- Allows us to more quickly identify struggling students
- Better analytic data for future decision making (curricula, student success initiatives, etc.)

Two tasks in Moodle:

1. **Take attendance everyday**
   - SSN only needs to know about absences
   - PLEASE do not change labels in Moodle
   - Warning: Merged courses can cause some difficulties
   - Check out instructions at www.ycp.edu/spartansuccess

2. **Use the Moodle gradebook**
   - The LTS staff are great resources for configuring your gradebook
How to Access the SSN

Click on the Spartan Success star
Navigating the SSN

Click on the three lines to see the pull-down menu
Preference settings

These settings allow you to set your preferences regarding your Institutional Profile, Appointment Preferences, and Email Notifications.

Click on the arrow and it will open the preferences settings.
Complete the Institutional Profile

Please fill out as much of your profile as possible; students will see this information.

Yasmin Gold [Last Login: 1:10 PM April 29, 2014]

//Login Info and Contact Information

Tip:
If you have multiple roles at the campus, leave the title field blank. If your role is the same with all students, feel free to include your title.

Tip:
Students see your biography before they see your general overview.

General Overview
A general message should go here. Tell people how you can help them during your office hours.

My Biography
Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.
Complete Email Notification settings

**Appointments Notifications**
- Planning Reminders:
  - send me a separate email reminder for each appointment
  - send one email reminder with all appointments
  - don't send me an email reminder
  - Send Planning Reminders: 9:00 am the day of the appointments

- Appointment Alerts:
  - Send me an email 15 minutes before the start of an appointment

- Send me an email with a calendar attachment for every:
  - change to my appointments
  - change to my Office Hours/Group Sessions

- Read busy times from my external Google calendar
  - Paste your Google Calendar private link here

**Summary Emails**
- Send me a summary email of all tracking item and appointment activity:
  - Daily at 2:00 am
  - Weekly on Monday at 9:00 am

*Important:* In order for this setting to take effect, you must share your private calendar link with Spartan Success Network. Click here for further instructions.

NOTE: If you do not receive Spartan Success Network email notifications when expected, please make sure they are not marked as SPAM. Check the SPAM folder in your email client and whitelist Spartan Success Network emails if this is the case.
Click Students to see your roster(s)
# Navigating the SSN

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Cell Phone</th>
</tr>
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<tbody>
<tr>
<td>Kasey Pollard</td>
<td><a href="mailto:Kasey.Pollard@starfishcollege.edu">Kasey.Pollard@starfishcollege.edu</a></td>
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Displaying Students 1 - 25 of 54
Adding Filters

Clicking on “Add Filters” opens a new window containing a menu of filtering options.
How do I find my students?

**Student-Based Filtering**
- No default filters
- May begin with largest possible population

**Tracking Item-Based Filtering**
- Default filter: students who have any type of active Tracking Item: Flag, Kudos, Referral, or To-Do

*The students you have access to depends on your term-based role(s) and relationship(s)*
Be aware of the settings for **Connection**, **Term**, and **Cohort** menus. If these settings are not properly applied you might not be able to see your students.

**Connections**
Your available options are based on your roles and relationships with students.

**Terms**
Active: includes terms in which the student is registered (in progress and future)
All: includes past, current, and future terms during which the student is registered

**Cohorts**
What you have access to depends on your role(s)

You can search for any student using the blue *Search for Students* box in the upper right hand corner of the webpage.
Possible Next Steps with Filtered Rosters

- Click on a column label to sort the roster by that column (alphabetically, chronologically, etc.)
  - A triangle will appear next to the column that has been used for sorting
  - Click on the column again to reverse the order (e.g., from A-Z to Z-A)
Possible Next Steps with Filtered Rosters:

My Students Tab

- Initiate Tracking Items (1), a Message (2), and/or a Note (3) in “bulk”
  - Ensure comments are generic enough to apply to all the selected students
  - The system will record whether or not each student opened the Message in the Notes section of the student folder
- Download (4) the filtered roster into an Excel file (only available for some users/roles)

Check this box to select all students on the roster (one page at a time)
SSN Activities: Time Sensitive vs. On-Going

- Some actions in SSN are time sensitive and need to be done by a “due date”
- Other actions are completed on an on-going or as-needed basis

<table>
<thead>
<tr>
<th>SSN Action</th>
<th>When to Complete</th>
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<tbody>
<tr>
<td>Take Moodle Attendance</td>
<td>Begin on first day of class and continue throughout semester</td>
</tr>
<tr>
<td>Complete No-Show Verification (AKA Student Attendance Verification Survey)</td>
<td>Shortly after the drop/add deadline (the exact due date is communicated via email each semester)</td>
</tr>
<tr>
<td>Submit Warning Grades (AKA Student Performance Progress Survey)</td>
<td>During the warning grade reporting period (between the 7th and 8th weeks of the semester)</td>
</tr>
<tr>
<td>Initiate Kudos</td>
<td>When you want to acknowledge that a student is doing well or improving their academic performance</td>
</tr>
<tr>
<td>Raise Flags</td>
<td>When a student demonstrates a pattern of academic and/or some non-academic difficulties</td>
</tr>
<tr>
<td>Comment on/Clear Flags</td>
<td>As activity related to a Flag occurs</td>
</tr>
<tr>
<td>Document Meetings/Correspondence</td>
<td>As needed—particularly for academic advising meetings</td>
</tr>
<tr>
<td>Initiate Referrals &amp; To-Dos</td>
<td>After discussing concerns/questions with the student and the appropriate resource(s) or action(s) has been identified</td>
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</tbody>
</table>