Filtering Your Advising Roster to View “Student Performance Progress Survey” Results: Warning Grades and Kudos

1. Log in to Spartan Success Network (SSN) and open the menu by clicking on the three horizontal bars in the upper left corner.

2. Click on the arrow next to Students and select My Students.

3. Choose Primary Advisor in the Connection menu and Active in the Term menu.

4. Click on the Add Filters button on the right side of the screen.

5. Check the box next to Students with Tracking Items.

6. Select the Active radio button for Status.

7. Choose Warning Grade from the Item Name drop-down menu.

8. Click on the Submit button.

9. Select a student in your filtered roster to open their SSN folder.

10. Click on the Tracking channel.

11. View comments from flag raisers by clicking on the plus sign to the left of the Warning Grade flag.

Repeat the above steps to view advisees who have earned kudos!