

Spartan Success Network (SSN) Suggested Tracking Item Timeline

August/January	September/February	October/March	November/April	December/May
<p>Action Items</p> <p>Consider establishing a flag-updating schedule (e.g., weekly, bi-weekly)</p> <p>On the first day of classes, begin taking attendance daily in the SSN (accessible via MyYCP’s Spartan Success icon and the LMS link titled SSN Attendance)</p>	<p>Action Items</p> <p>After the Add/Drop Period deadline, begin raising flags, kudos, referrals, and to-dos (also see the section below titled Ongoing: What to Do after Initiating Tracking Items)</p> <p>Complete the Student Attendance Verification Report to ensure YCP’s compliance with federal financial aid regulations</p>	<p>Action Items</p> <p>Complete the Student Performance Progress Report to provide students with mid-semester feedback in the form of Warning Grades and kudos</p> <p>As the course/college withdrawal deadline approaches, please be mindful of and promptly respond to I’m Thinking about Withdrawing from a Course flags</p>	<p>Action Items</p> <p>Continue raising flags, kudos, referrals, and to-dos to provide students with additional feedback and guidance in the second half of the semester (also see the section below titled Ongoing: What to Do after Initiating Tracking Items)</p>	<p>Action Items</p> <p>If students share that they might be or will be leaving YCP after the semester ends, please document this information via a Retention Referral or a Leave of Absence/Withdraw from College Forms to-do (see Special Notes/Tips below for guidance on determining which item to initiate)</p>
<p>Special Notes/Tips</p> <p>Set your default log-in page to Students -> Attendance (in your profile settings) to access the attendance module quickly</p>	<p>Special Notes/Tips</p> <p>It is best practice to write flag and kudos comments <u>to</u> the student; view how your comments will be incorporated into emails at www.ycp.edu/spartansuccess</p> <p>Referrals should be used <u>after</u> discussing associated issues with students</p> <p>You will be notified via email when the Student Attendance Verification Report is available</p>	<p>Special Notes/Tips</p> <p>You will be notified via email when the Student Performance Progress Report is available</p>	<p>Special Notes/Tips</p> <p>Professional staff monitor flag activity daily; based on the pattern or number of flags, they will escalate flags by “assigning” them to relevant network members (e.g., advisor, coach, etc.) or other student support personnel</p>	<p>Special Notes/Tips</p> <p>Raise the Retention Referral for students who are thinking about leaving but haven’t made a final decision and/or want more info about the process</p> <p>Initiate the Leave of Absence/Withdraw from College Forms to-do for students who are confident that they will not be returning to the College <u>after</u> completing the most recent or current term</p>

Ongoing: What to Do after Initiating Tracking Items

- **Flag Raisers:** please update flags when new developments occur and/or per your personal flag-updating schedule
 - To quickly find flags you’ve raised, use the Created By Me filter (Students > Tracking > Add Filters > Tracking Items)
- **Academic Advisors:** please reach out to advisees who are accumulating flags to support both fellow faculty and advisees
 - To quickly find flags assigned to you, use the Assigned To Me filter (Students > Tracking > Add Filters > Tracking Items)
- **Comment** on flags to document outreach attempts and whether or not the student responded, to summarize pending action discussed with the student, to inform others in the network if the flag should remain active, etc.
- Unless otherwise specified, **Clear** flags to close-the-loop and provide important data related to student success (ideally, clearing is done by the flag raiser or “assignee”)
 - To comment on and/or clear flags, remember to **hover** over (not click on) the flag icon
- Referrals or to-dos you’ve made will be updated and closed by associated offices