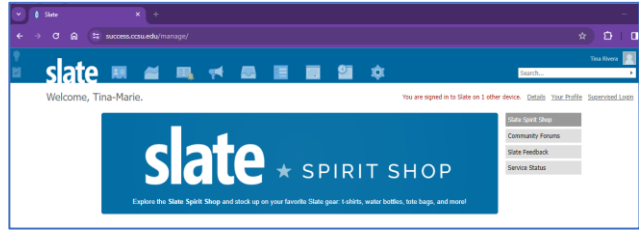


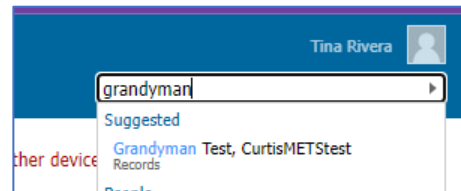
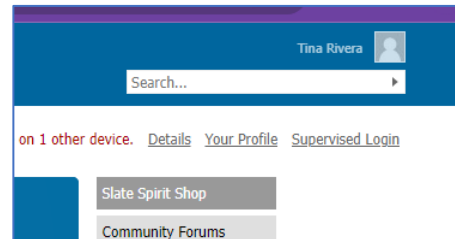
## Accessing Slate

1. Access Slate at <https://success.ccsu.edu/manage>. If you are using a Central computer, it should automatically log you in. Otherwise, log in with your Central email address and password.
2. The Slate Homepage will open.



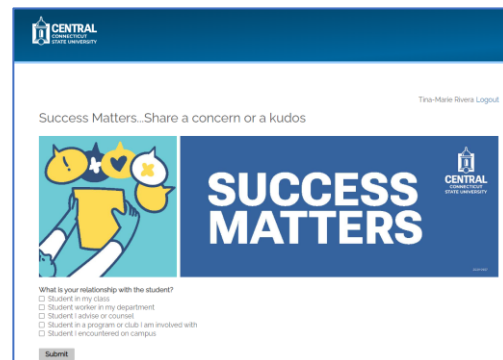
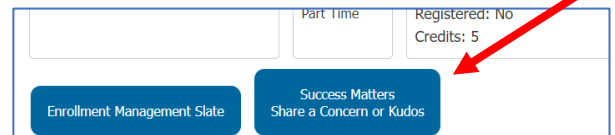
## Opening a Student Record

1. Click in the Search box (upper-right corner).
2. Enter the student's 8-digit Banner ID number, or type their name (last, first name format). When the student's name appears, click on it.
3. The student's dashboard will open.



## Creating a Success Matters Submission

1. From the student's dashboard, click the Success Matters Share a Concern or Kudos button.
2. The Success Matters form will open in a new browser tab. Select your relationship to the student.



3. Depending on the relationship, additional questions may be presented. For example, if they are a student in a program or club you are involved with then you will be prompted to enter the program/club name.

What is your relationship with the student?

Student in my class

Student worker in my department

Student I advise or counsel

Student in a program or club I am involved with

Student I encountered on campus

Name of Program/Club

Primary Concern Topic

Academic

4. Continue answering all prompts and when you are done, click on Submit.

Concern Topic

Academic

Personal/social

Other

Academic (select all that apply)

EARLY ALERT PILOT

Poor attendance

Poor academic performance

Late or missing assignments


Low exam/quiz scores

Poor class motivation/attitude/lack of purpose

Distracted/not paying attention

Please explain any additional concerns:

5. You will receive a confirmation that your responses have been submitted. The student will receive an automated email with information and resources to assist with the concern or to congratulate them on receiving kudos.



Tina-Marie Rivers Logout

Success Matters...Share a concern or a kudos

Thank you for submitting a concern regarding CurS/METS/est. You can see the status of the concern submitted by visiting the student's profile and clicking timeline.