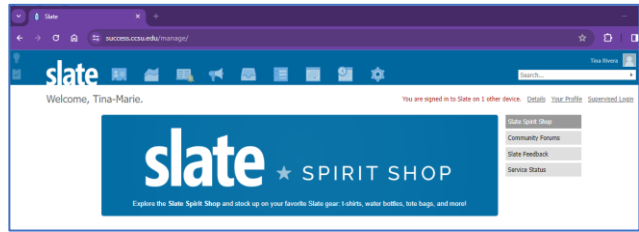


Accessing Slate

From WebCentral:

1. Open and log in to WebCentral from CentralPipeline.
2. Click on the Faculty tab, then click the Success Matters – Share a Concerns or Kudos (formerly Early Academic Alert) link.
3. The Slate Homepage will open.

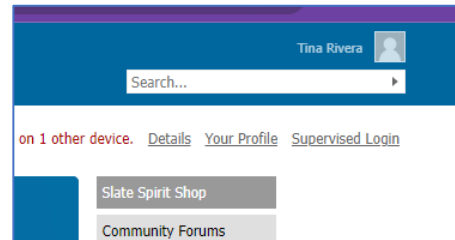


Direct Access:

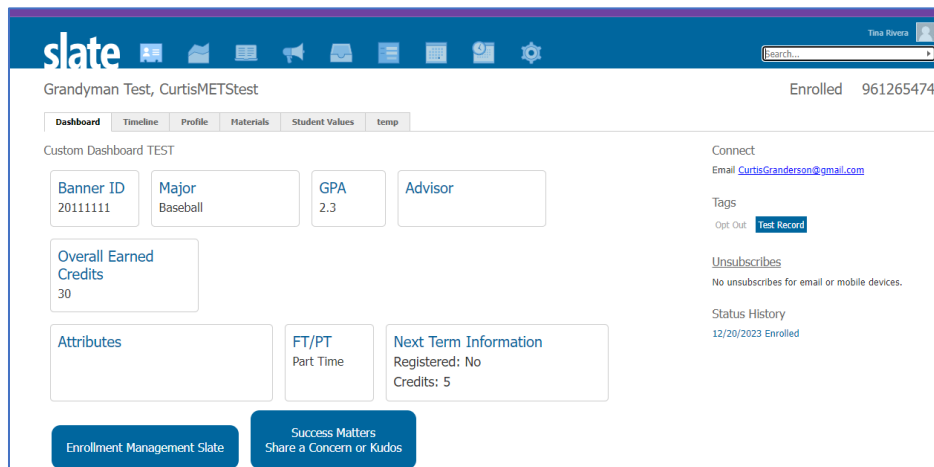
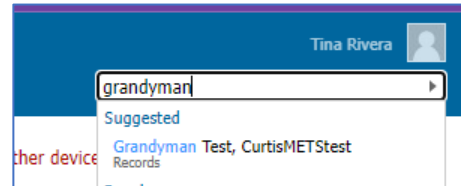
1. Access Slate at <https://success.ccsu.edu/manage>. If you are using a Central computer, it should automatically log you in. Otherwise, log in with your Central email address and password.
2. The Slate Homepage will open.

Opening a Student Record

1. Click in the Search box (upper-right corner).

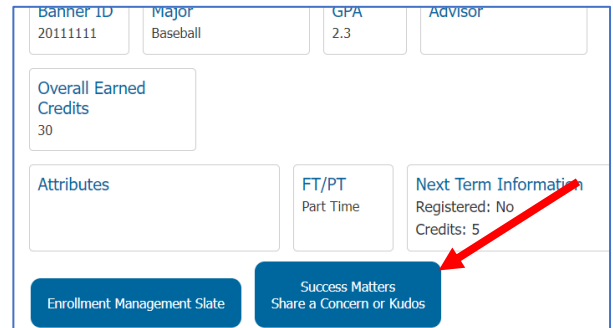


2. Enter the student's 8-digit Banner ID number, or type their name (last, first name format). When the student's name appears, click on it.
3. The student's dashboard will open.



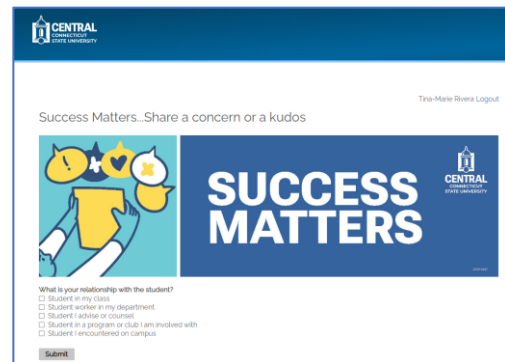
Creating a Success Matters Submission

1. From the student's dashboard, click the Success Matters Share a Concern or Kudos button.



Banner ID 20111111	Major Baseball	GPA 2.3	Advisor
Overall Earned Credits 30			
Attributes	FT/PT Part Time	Next Term Information Registered: No Credits: 5	
Enrollment Management Slate		Success Matters Share a Concern or Kudos	

2. The Success Matters form will open in a new browser tab. Select your relationship to the student.

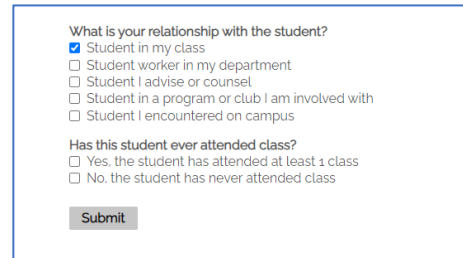


Success Matters..Share a concern or a kudos

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

Submit

3. Depending on the relationship, additional questions may be presented. For example, if they are a student in your class you will then be prompted to indicate whether or not they have attended at least one class.

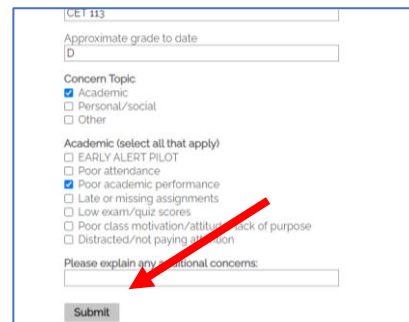


What is your relationship with the student?
 Student in my class
 Student worker in my department
 Student I advise or counsel
 Student in a program or club I am involved with
 Student I encountered on campus

Has this student ever attended class?
 Yes, the student has attended at least 1 class
 No, the student has never attended class

Submit

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



CET 113

Approximate grade to date
D

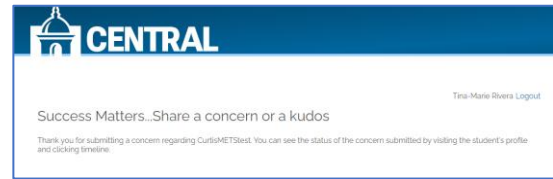
Concern Topic
 Academic
 Personal/social
 Other

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:

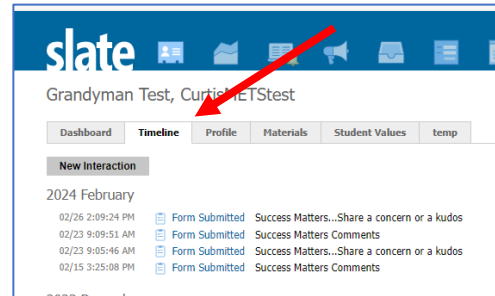
Submit

- 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.



Checking the Progress of a Success Matters Form

- From the student's dashboard, click the Timeline tab. A history of all interactions with the student will be listed.



- Click on the Form Submitted link next to Success Matters to view the details. The Bin area will display where the submission is in the process:
 - Alert Submitted – new alert in the queue
 - Alert In Progress – a staff member is working on the alert with the student
 - Alert Resolved – action has been taken and the alert is closed
 - Follow Up Needed – alert has been escalated for additional follow up
- The Action Taken and Comments areas provide more details about the interaction with the student.
- Click the Close button on the bottom-right or the X in the upper-right corner to close the interaction.

