Faculty Guide to Seton Hall Compass

How to Log into COMPASS

- Open Google Chrome or Mozilla Firefox (*Note: Compass is not fully compatible with Internet Explorer*).
- Click on www.shu.edu
- Log into PirateNet
- Click on the COMPASS icon

1. Locate Class and Student Lists
Click the down arrow next to “Advisor Home” to switch the screen to “Professor Home.” Use the down arrow at the top of the screen to view other academic terms.

2. Communicating with Individual Students
A list of your classes and students appear. Under “Students in My Classes”, you can send a message, issue positive feedback or an alert, or write a note under “Actions.” When an alert is raised, the student and his/her academic advisor are notified.
3. **Record Class Attendance**: Click on the “Record My Class Attendance” link under “Quick Links.”

Choose a course on the left-hand side. A list of your students will appear. Select the appropriate date using the calendar. Select the students that were “absent” by clicking on the button next to the student’s name. Then select the box “Mark Remaining Present” and click “Save Attendance.” You can Export these results to Excel using the “To Excel” link under the course name.
4. Submit a “Progress Report”

Periodically through the semester, the Division will send faculty progress report requests. You will receive an email that prompts you to log into Compass to view your report(s). When you log in, you will see a yellow bar indicating your progress report(s).

Click on the button, “Fill Out Progress Reports.” Issue alerts by clicking “Yes” and selecting the “Reasons.” The remaining fields are optional. During the middle of the semester, please also include a “Current Grade” for your students. Scroll to the bottom of the screen and use the prompts to either “mark the remaining students” as having “no feedback.” To provide positive feedback, select the students under “Students in My Classes” and use the “Actions” button to “Issue an Alert”. You can issue positive feedback such as “Active Participation” and “Good Focus.” Progress reports are visible to students.
5. Create “Faculty Office Hours.”

Click on the down arrow next to “Professor Home” to change to “Advisor Home.”

Click on the “My Availability” tab. Under “Actions”, select “Add Time.”

- Select the appropriate days and times.
- Click on “Appointments”
- Duration: Fall 2016
- Location: Department Adviser/Faculty Office
- Student Service: Faculty/Adviser Office Hours
- Details: Indicate your building, room, or additional instructions.
- Click “Save.”
- You can “copy” or edit these times under the “Times Available” section.
6. Create an “Advising Summary.”

Once a student meets with you for an appointment, you can record any appointment details using the “Actions” drop down under “Recent Advising Appointments.”

**Advising, Progress, and Tutoring reports are visible to the student and adviser.** Type in your notes in the “Appointment Summary.” You can also upload any attachments.