Faculty Advisor 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

**ADVISOR HOME**

1. **Locate Student Lists**
   The list of students that appear on the “Advisor Home” page shows the students who are enrolled for Fall 2016. To view your entire list, use the drop down arrow to select “My Assigned Students All Terms.” Change terms using the drop-down menu at the top of the page.

2. **Manage Student Lists**. From the “Actions” Tab on the “Advisor” Home page, you can select several tasks, including “send message”, “schedule appointment”, and “note.”
3. Communicate with Individual Students

When you click on a student’s name, the student’s profile will appear. Click on the tabs to review the student’s academic record and performance. Use the right-hand menu to connect with your student.

4. Respond to Faculty Alerts and Cases

When a faculty member raises an alert for one of your advisees, you and the student will receive an email. Some alerts will open a “case.” These cases can be viewed by clicking on the “folder” icon on the left-hand navigation menu. You can manage, close, or reassign the case based on your recommendation.
5. Create your “Availability.”

Creating availability will allow your advisees to use COMPASS to schedule an appointment with you. 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 Advisor/Faculty Office OR your Student Services dept. name.
- Student Service: Faculty/Advisor Office Hours OR “Advising- Student Services”
- 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 “Appointment Campaign.”

To encourage a group of students to sign up for appointments (e.g. registration), select “Appointment Campaign” on the right-hand side menu. Follow the prompts to select the during, type, and location. Click “Continue” to select your group of students. A preview of your email will appear. The students can click directly on your email to select an appropriate time to meet.

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 advisor. Type in your notes in the “Appointment Summary.” You can also upload any attachments.
FACULTY HOME

1. **Locate Class and Student Lists**
   Click the down arrow next to “Advisor Home” to switch the screen to “Professor Home.”

2. **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. Select the students that were “absent” by clicking on the button next to the students’ 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.
3. 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 options. 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.