Faculty Advisor Guide to Seton Hall Compass

How to Log into COMPASS
- Open Google Chrome or Mozilla Firefox
- Click on www.shu.edu
- Log into PirateNet
- Click on the COMPASS icon

STAFF HOME

1. Locate Student Lists
The list of students that appear on the "Staff Home" page shows the students who are enrolled for the current term. To view your entire list, use the drop-down arrow under "Term" to select "All Terms." Change terms using the drop-down menu under "Term"
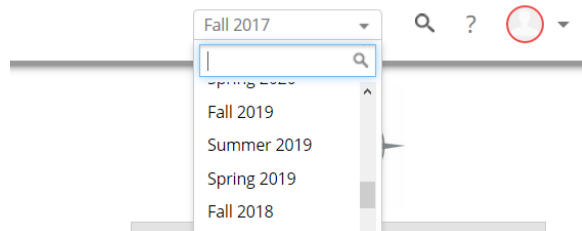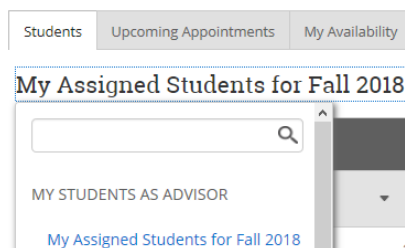
2. Manage Student Lists. From the "Actions" Tab on the "Staff" Home page, you can select several tasks, including "send message", "schedule appointment", and "note."
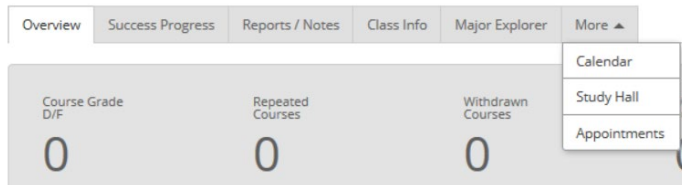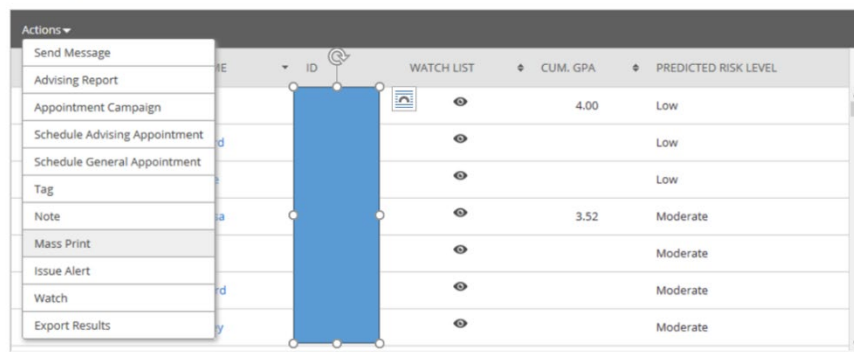

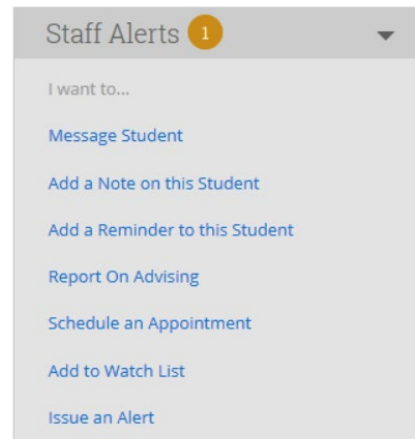### 3. Communicate with Individual Students

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 "Options" menu to connect with your student.

| Overview | Success Progress | Reports / Notes | Class Info | Major Explorer | More ▲ |

Calendar
Study Hall
Appointments

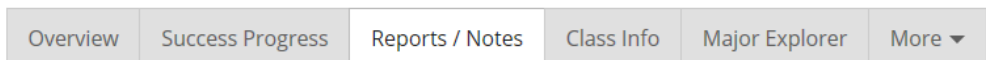| Course Grade D/F | Repeated Courses | Withdrawn Courses |
| 0 | 0 | 0 |

Staff Alerts ①   ▼

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student

Report On Advising

Schedule an Appointment

Add to Watch List

Issue an Alert

4. **Respond to Faculty Alerts**

When a faculty member raises an alert for one of your advisees, you and the student will receive an email. You can view the student's alerts on the "Reports/Notes" Tab.

| Overview | Success Progress | Reports / Notes | Class Info | Major Explorer | More ▼ |

You can email the student using the "Message Student" option and copy the Faculty member on the email. You can add a "Note" to the student's profile by clicking on "Add Note" under the "Actions" drop down menu.

Notes About

Actions ▲

Add Note
Edit
Delete

| | CREATED BY | NOTE | NOTE REASONS | ATTACHMENTS | ACTIONS |
| 2018 | Monica Burnette | | | | View Note | 05/03/2018 |

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.

- "How long is this availability active?": Select Range of Dates or Term

- Click on the box next to "Add this availability to your personal availability link?" You can then copy and paste the link.

- Click on "Appointments"

- Meeting Type: In-Person or Virtual

- Care Unit: Academic Advising

- Location: Department Adviser/Faculty Office OR your Student Services Department

- Services: Advising- Dept/Faculty Office OR Advising-Student Services

- Special Instructions for Students (optional)

- 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 "Quick Links" 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.

7. 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 Guide to Seton Hall Compass

How to Log into COMPASS
- Open Google Chrome or Mozilla Firefox
- 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 "Staff Home" to switch the screen to "Professor Home."
The list of students that appear on the "Staff Home" page shows the students who are enrolled in your classes for the current term.
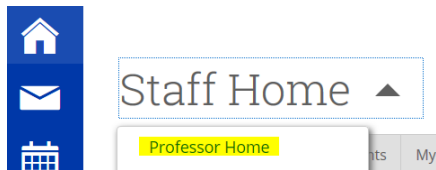
2. **Respond to Attendance Progress Survey**

a. **Open up the email** from "Compass, Seton Hall" This email will be sent to your shu.edu account the day after add drop (September 4, 2019).
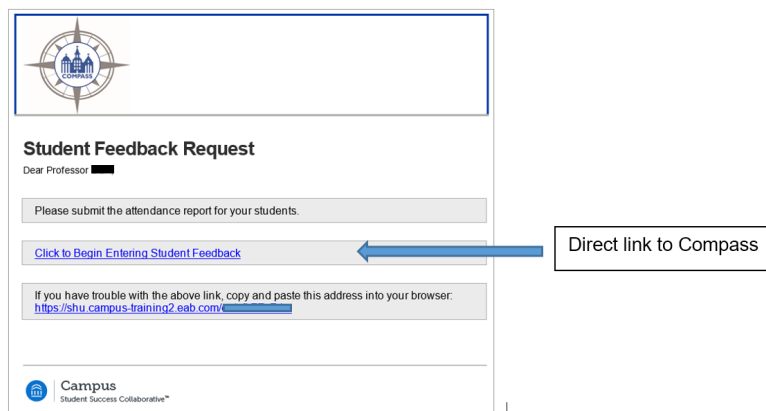
b. Click on the link titled **"Click to Begin Entering Student Feedback"** below. If you are using Internet Explorer and have trouble opening up the link, open up Mozilla Firefox or Google Chrome and copy and paste the address at the bottom of the email into the Firefox or Chrome browser.

c. Once you click on the link, you will be directed to your attendance survey(s) in Compass.

d. **Identify students that never attended your course by clicking on the button in the "never attended" column corresponding to the student's name.** Comments are optional. If all of your students have attended, continue to the next course.

e. When you are finished identifying all the students that "never attended", scroll all the way to the bottom of the screen and select the check box **"Mark remaining as active"** on the bottom left hand corner. This will indicate the rest of the students "attended" your course(s).
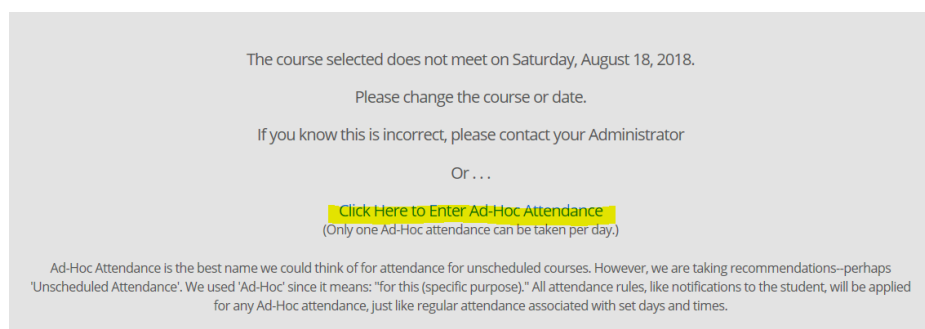
f. Click **"Submit."**

3. **Record Class Attendance: Manually**
==If you cannot locate the email, or your class starts other than the first day of school, you can record attendance manually in Compass.==

Click on the "Record My Class Attendance" link under "Quick Links."
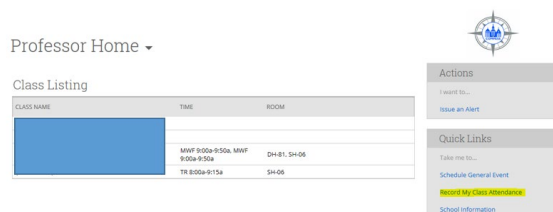
Choose a course on the left-hand side. A list of your students will appear. Select the appropriate date. Select the students that were "absent" by clicking on the button next to the students' name. Then select the box "Mark Remaining Present" and click "Save Attendance." You can Export these results to Excel using the "To Excel" link under the course name. If it is an online course, or the class meets at a different time, click the option "Click here to enter ad-hoc attendance"

The course selected does not meet on Saturday, August 18, 2018.

Please change the course or date.

If you know this is incorrect, please contact your Administrator

Or . . .

Click Here to Enter Ad-Hoc Attendance
(Only one Ad-Hoc attendance can be taken per day.)

Ad-Hoc Attendance is the best name we could think of for attendance for unscheduled courses. However, we are taking recommendations--perhaps 'Unscheduled Attendance'. We used 'Ad-Hoc' since it means: "for this (specific purpose)." All attendance rules, like notifications to the student, will be applied for any Ad-Hoc attendance, just like regular attendance associated with set days and times.

Course Attendance

Choose a Course

○ MW 2:00p-3:15p
To Excel | Census

○ MW 12:30p-1:45p
To Excel | Census

Choose a Date

September 2016

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Today

Wednesday, Sep. 14, 2016

Actions ▼

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	1 (1)	○	●	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	○	●	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	○	●	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	
	0 (0)	●	○	○	☐	

☑ Mark Remaining Present

21 Present   3 Absent   0 Tardy

Save Attendance

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).

Professor Home ▼

, please respond to the following progress report request(s):

• Seton Hall Compass would like you complete 13 progress report(s) by **Wednesday, Oct. 19, 2016**   Fill Out Progress Reports

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 (Midterm Progress Report), 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." <u>To provide positive feedback, select the students under "Students in My Classes" and use the "Actions" button to "Issue an Alert."</u> You can issue positive feedback such as "Active Participation" and "Good Focus." **Progress reports are visible to students.**