



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

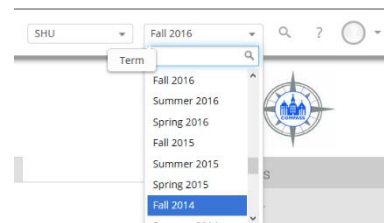
1. Locate Class and Student Lists

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.

Advisor Home ▼

Professor Home

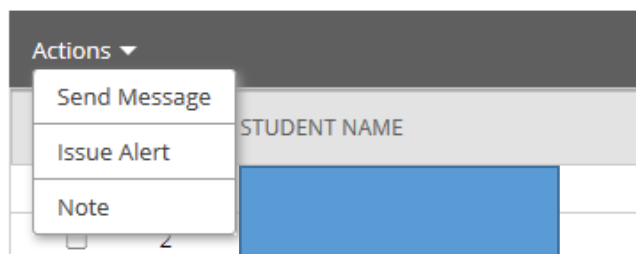
My Availability Advising Center



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.

Students In My Classes





3. Record Class Attendance: Click on the “Record My Class Attendance” link under “Quick Links.”

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM
	MWF 9:00a-9:50a, MWF 9:00a-9:50a	DH-81, SH-06
	TR 8:00a-9:15a	SH-06



Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Schedule General Event](#)

[Record My Class Attendance](#)

[School Information](#)

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.



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)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	1 (1)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
	0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

☒ Mark Remaining Present

21 Present 3 Absent 0 Tardy

Save Attendance

Seton Hall Compass
Division of Student Services
(973) 761-9075
compass@shu.edu
University Center, 2nd Floor




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).

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 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.**


Student Feedback

 **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor 

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

 Introduction To Biology

	Student Name	Provide Feedback?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1		<input checked="" type="radio"/> Yes <input type="radio"/> No	Attendance: Ceased ✕		D	
2		<input checked="" type="radio"/> Yes <input type="radio"/> No	Attendance: Lateness ✕ Course Performance: Cannot Pass ✕		C+	
3		<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons		A-	
4		<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons		B	
5		<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons		B+	
6		<input checked="" type="radio"/> Yes <input type="radio"/> No	Great Job: Good Focus! ✕		A	



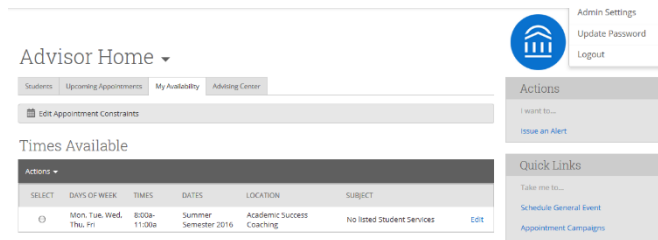
5. Create “Faculty Office Hours.”

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

Professor Home ▼

Advisor Home

Class Listing



Advisor Home ▼

Students Upcoming Appointments My Availability Advising Center

Edit Appointment Constraints

Times Available

SELECT	DAYS OF WEEK	TIMES	DATES	LOCATION	SUBJECT
⊕	Mon, Tue, Wed, Thu, Fri	8:00a - 11:00a	Summer Semester 2016	Academic Success Coaching	No listed Student Services

Actions

I want to...

Issue an Alert

Quick Links

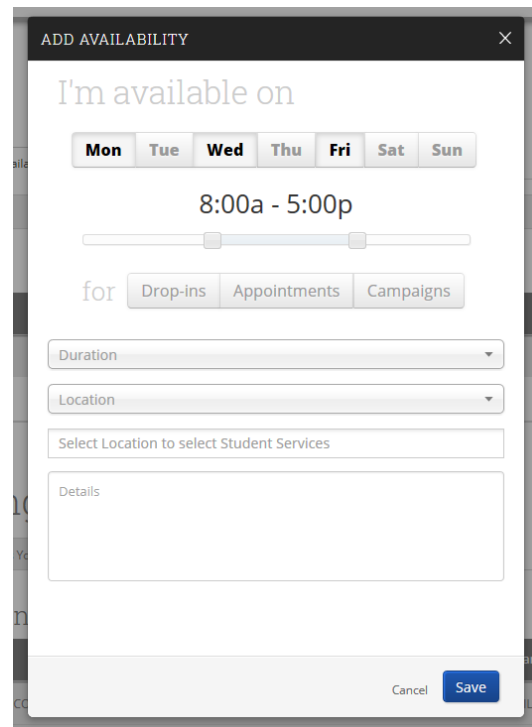
Take me to...

Schedule General Event

Appointment Campaigns

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.



ADD AVAILABILITY

I'm available on

Mon Tue **Wed** Thu Fri Sat Sun

8:00a - 5:00p

for Drop-ins Appointments Campaigns

Duration

Location

Select Location to select Student Services

Details

Cancel Save



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.”

Advisor Reporting

Recent Advisor Appointments

Recent Reports You Created

Recent Advising Appointments

Actions

Add Advising Report

Issue Alert

Mark No-Show

Show Cancelled

TE	REASON	COMMENT	ATTENDEE	ADVISING TIME	REPORT FILED	DETAILS
02/2016 30a - 09:00a	Advising			-	Not Yet.	Details

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.

Appointment Details

An appointment will be created after you submit this report.

Reason:


Meeting Type:

Course:

Date of visit:


Location:

Attendees



☒ Attended

Arrived: Departed:



☒ Attended

Arrived: Departed:

Suggested Followup

This will be saved on the report as a suggestion. No appointment will be created.

Appointment Summary

B

I

Attachments

Attach File

No file selected.