

## Faculty Advisor Guide to Seton Hall Compass

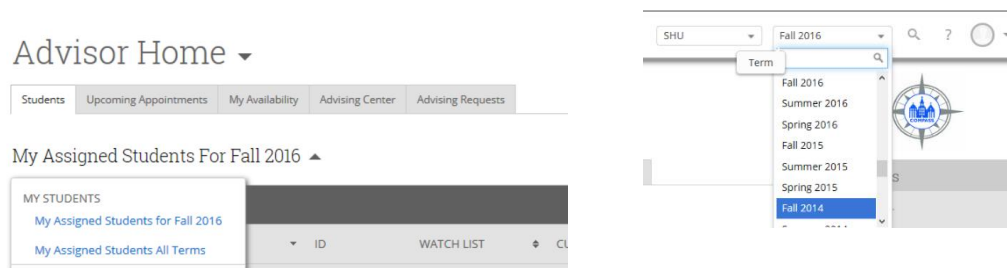
### How to Log into COMPASS

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

### ADVISOR HOME

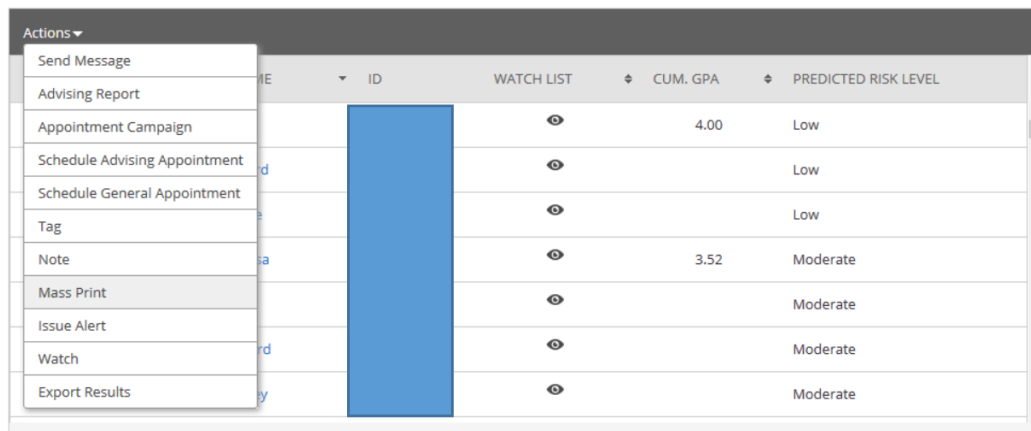
#### 1. Locate Student Lists

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.”

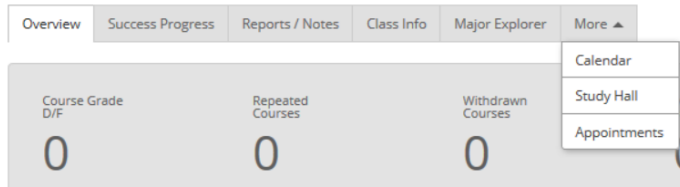
My Assigned Students For Fall 2016 ▼





### 3. Communicate with Individual Students

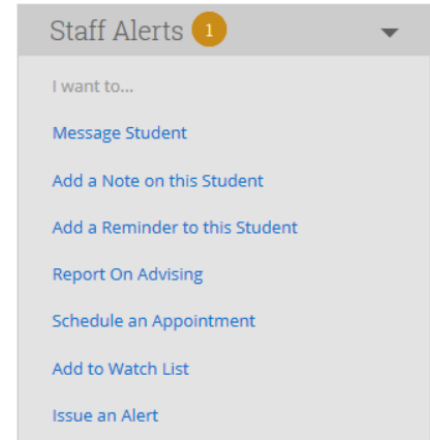
When you click on a student's name, the student's profile will appear. Click on the tabs to review the student's academic record and performance. Use the right-hand menu to connect with your student.



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

Course Grade D/F	Repeated Courses	Withdrawn Courses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

Calendar  
Study Hall  
Appointments



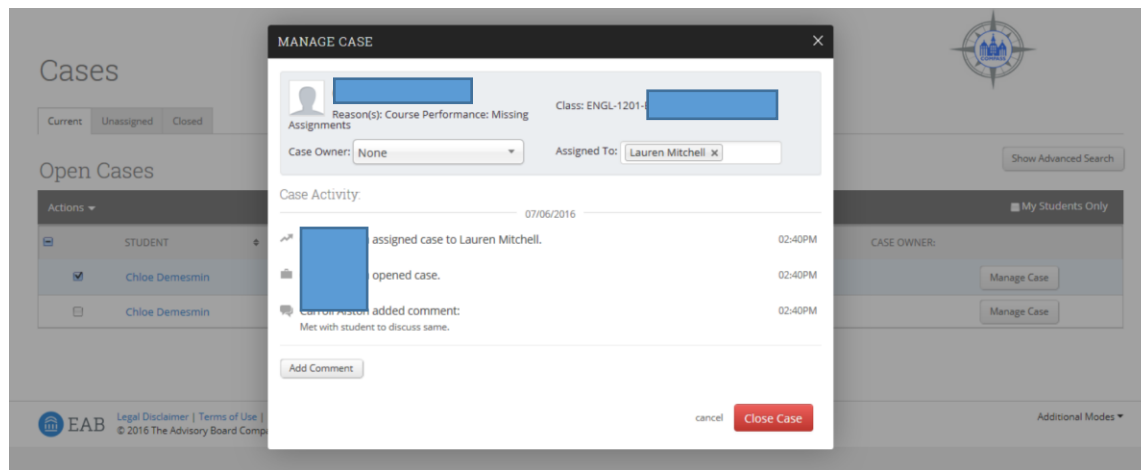
Staff Alerts 1 ▾

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 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.



Cases

Current | Unassigned | Closed

Open Cases

Actions ▾

STUDENT

Chloe Demesmin

Chloe Demesmin

MANAGE CASE

Reason(s): Course Performance: Missing

Class: ENGL-1201-1

Case Owner: None

Assigned To: Lauren Mitchell x

Case Activity

07/06/2016

assigned case to Lauren Mitchell. 02:40PM

opened case. 02:40PM

Carol Weston added comment: Met with student to discuss same. 02:40PM

Add Comment

cancel Close Case

My Students Only

CASE OWNER:

Manage Case

Manage Case

Additional Modes ▾



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### 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.



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### 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.

#### New Invitation Campaign

##### Define Campaign

Campaign Name: Registration Campaign	Begin Date: 09/14/2016	End Date: 09/28/2016
Campaign Type: Advising	Appointment Length: 30 min	Appointment Limit: 1
Slots Per Time: 1	Location: Department Adviser/ Faculty Office	
Course or Reason: Adviser/Faculty Office Hours		

Cancel Save and Exit Continue

### 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							Show Cancelled
Add Advising Report	REASON	COMMENT	ATTENDEE	ADVISING TIME	REPORT FILED	DETAILS	
Issue Alert	02/2016	Advising		-	Not Yet.	Details	
Mark No-Show	30a - 09:00a						

**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.

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



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## Appointment Details

An appointment will be created after you submit this report.

Reason:

☒ Advising

Meeting Type:

Select Meeting Type

Course:

Date of visit:

09/14/2016

Location:

## Attendees



☒ Attended

Arrived: 09:22 PM

Departed:



☒ Attended

Arrived: 09:22 PM

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.

## FACULTY HOME

### 1. Locate Class and Student Lists

Click the down arrow next to "Advisor Home" to switch the screen to "Professor Home."

Advisor Home ▼

**Professor Home** My Availability Advising Center

### 2. 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](#)

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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.



## 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"/>	
	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

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## 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, 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.

BIOL-1101-WB Introduction To Biology

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

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