



Quick Start Guide

Saint Mary's College of California has launched the **"Student Success Collaborative" (SSC)** platform for advisors and Success Coaches with the goal of helping students explore a path to timely graduation and post graduation opportunities through data, supportive connections and resources. Use this Quick Start Guide to make the most of your experience with SSC.

Features

- See assigned students by term
- View student information:
 - Course schedule
 - Progress towards graduation
 - Mid-term Grades
 - Predicted risk level (different than success markers)
 - Success markers
 - Repeated courses
 - Withdrawn courses
 - D's, F's
- Issue an alert regarding a student with whom you have concern (replaces Student Success Portal)
- Send a message to advisees individually or all at once
- Add a note regarding student meetings
- Use the Help Center and robust Tutorials for 'How To's'.
- Deans and Chairs will be able to:
 - Review institutional reports and other data
 - View advisees by faculty member and by department majors

SSC vs. GaelXpress

You will continue to use GaelXpress to:

- Review a student's academic evaluation
- Search for classes
- Clear a student for registration

Login to SSC

Login here: <https://stmarys-ca.campus.eab.com> with your SMC login information or from the faculty menu in GaelXpress.

See Assigned Students by Term

1. From your home screen, select the “Students” tab.
2. Your assigned students will be listed.
3. In the upper right corner, the current term will be listed. Select other terms if needed.



My Assigned Students ▾		
Actions ▾		
<input type="checkbox"/>		STUDENT NAME
<input checked="" type="checkbox"/>	1	Davis, Gina
<input checked="" type="checkbox"/>	2	Easterday, Thady
<input checked="" type="checkbox"/>	3	Ernandez, Thady
<input checked="" type="checkbox"/>	4	Eun, Thady
<input type="checkbox"/>	5	Gonzalez, Laura
<input type="checkbox"/>	6	Ourada, Thady

View Student Information

4. Select a student
5. There are various tabs for each student:
 - Overview
 - Success Progress
 - Report/Notes
 - Class Info
 - Major Explorer
 - More...

First Name Last Name

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

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	1 ▾	3.3 ▾
Total Credits Earned		Credit Completion % at this Institution	Predicted Risk Level	
12.75		100%	Low	

JCL - General
 Liberal Arts

Major History ▾

CLASSIFICATION
Sophomore

MOST RECENT ENROLLMENT
 Spring Term 2016

Staff Alerts 2 ▾

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](#)

Edit User Settings

Impersonate User

Student Info

Issue an Alert

Initiate an alert about a student with whom you have concern. A SEAS Coach will then collaborate with you to provide tailored support, services and resources to the student.

1. In the Quick Search, search for a student.
2. From the student's overview, in right column select 'Issue an Alert.'
3. Select the reason you believe this student needs assistance.
4. Select if this alert is associated with a specific class.
5. Enter 'Additional Comments.'

See this [tutorial](#) for more detailed instructions.

First Name Last Name

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

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	1 ▾	3.3 ▾

Total Credits Earned	Credit Completion % at this Institution	Predicted Risk Level
12.75	100%	Low

JCL - General
Liberal Arts
Major History ▾

STUDENT ID
CLASSIFICATION
Sophomore
MOST RECENT ENROLLMENT
Spring Term 2016

Staff Alerts 2 ▾

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**
- Edit User Settings
- Impersonate User

Student Info

Send a Message

Use this to touch base with some or all of your advisees.

1. From your home screen, select the "Students" tab.
2. Check the boxes beside the students you wish to add to the message.
3. Choose "Send Message" from the Actions menu.

My Assigned Students ▾

Actions ▾

<input type="checkbox"/>	STUDENT NAME
<input checked="" type="checkbox"/>	1 Davis, Gina
<input checked="" type="checkbox"/>	2 Easterday, Thady
<input checked="" type="checkbox"/>	3 Hernandez, Thady
<input checked="" type="checkbox"/>	4 Eun, Thady
<input type="checkbox"/>	5 Gonzalez, Laura
<input type="checkbox"/>	6 Ourada, Thady

My Assigned Students ▾

Actions ▾

- Send Message**
- Schedule Appointment
- Advising Report
- Issue Alert
- Charity
- Tag
- Note
- Mass Print

4. Complete the information in the pop-up, and click on "Send Message" to complete.


SEND A MESSAGE ✕

Send E-mail Send Text

To: John Smith, Vanessa Gonzalez

Subject:

Message:



Send Additional E-mail Notifications To:

Cancel Send Message

Add a Note

This step will allow you to add a note about student meetings.

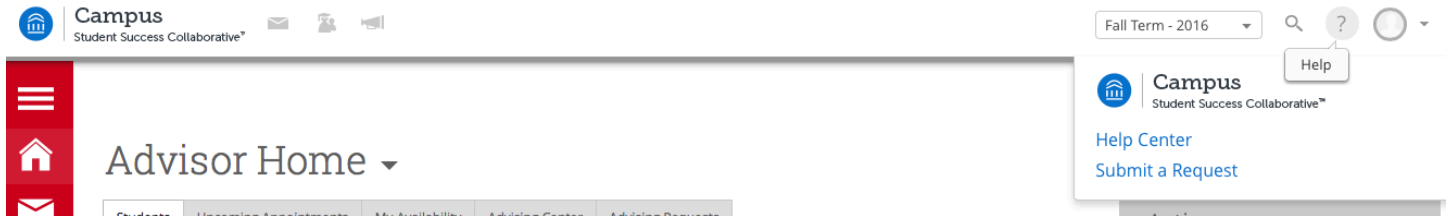
1. In the Quick Search, search for a student.
2. From the student's overview, in right column select 'Add a Note on this Student.'
3. Enter a Note Reason. Note Reasons are used to categorize notes for easy reference. These reasons are created and set by your Application Administrator.
4. Attach a file (optional).
5. Select the proper permissions and visibility settings.
6. Click Save Note.

See this [tutorial](#) for more detailed instructions.

The screenshot displays a student profile interface. At the top right is the Saint Mary's College logo. Below it is a navigation bar with tabs: Overview, Success Progress, Reports / Notes, Class Info, Major Explorer, and More. The main content area shows student statistics: Course Grade D/F (0), Repeated Courses (0), Withdrawn Courses (0), Missed Success Markers (1), and Cumulative GPA (3.3). Below these are Total Credits Earned (12.75), Credit Completion % at this Institution (100%), and Predicted Risk Level (Low). The student's name is 'JCL - General' and their major is 'Liberal Arts'. Their classification is 'Sophomore' and their most recent enrollment is 'Spring Term 2016'. On the right side, there is a 'Staff Alerts' section with 2 alerts and a list of actions: 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, Edit User Settings, and Impersonate User. A red arrow points to the 'Add a Note on this Student' link.

Use the Help Center and Tutorials

SSC has a Help section and robust Tutorials for 'How To's'.



1. Select ? from right corner.
2. Select Help Center.
3. In the Search bar, search for a topic.
4. Or, click on the various Hep Center sections.



HELP CENTER

