

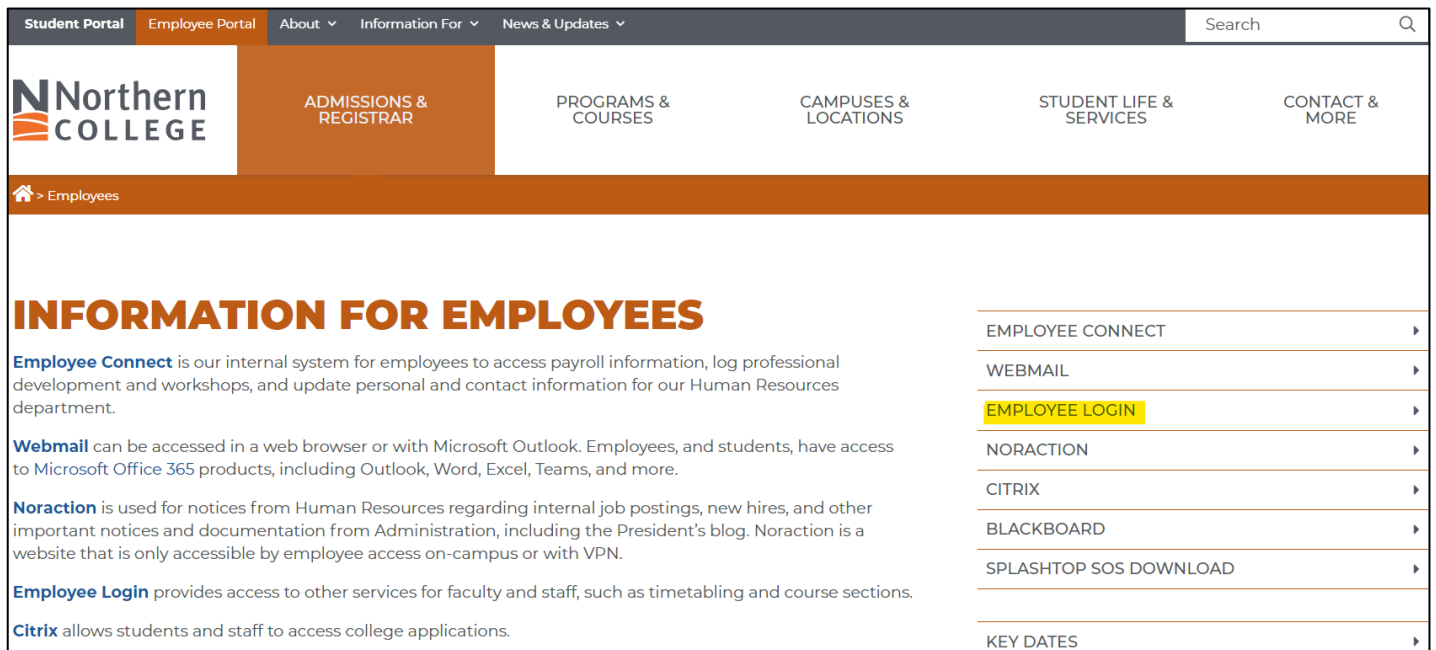
Student Success Alert System Process

We ask that Faculty utilize this central spot to flag students who are struggling in class and are at risk for Academic Success (Attendance or Academic). This is a live system that Faculty and SASS Advisors can access at any point in the semester. Once an alert is created and saved an email is automatically sent to success@northern.on.ca to notify them of an update. The SASS Student Success team will have access to the information entered by faculty and will follow up with the students and offer supports.

** Although this system is available throughout the semester, it's important to note that Faculty should be flagging students at risk as early as possible into the semester.

Faculty Access:

1. Click here <https://secure.northern.on.ca/employee/nph-Employee.pl> or go to the Employee Portal on the Northern College Website page.
2. Choose "Employee Login".
3. Log In using your usual College network username and password.




The screenshot shows the Northern College website's navigation menu with the 'Employee Portal' tab selected. Below the navigation, the 'EMPLOYEES' section is active, displaying 'INFORMATION FOR EMPLOYEES'. A list of links is provided on the right side, with 'EMPLOYEE LOGIN' highlighted in yellow. The main content area on the left contains descriptions for Employee Connect, Webmail, Noraction, Employee Login, and Citrix.

Navigation	Employee Portal	About	Information For	News & Updates	Search
ADMISSIONS & REGISTRAR	PROGRAMS & COURSES	CAMPUSES & LOCATIONS	STUDENT LIFE & SERVICES	CONTACT & MORE	
Home > Employees					
INFORMATION FOR EMPLOYEES					
<p>Employee Connect is our internal system for employees to access payroll information, log professional development and workshops, and update personal and contact information for our Human Resources department.</p> <p>Webmail can be accessed in a web browser or with Microsoft Outlook. Employees, and students, have access to Microsoft Office 365 products, including Outlook, Word, Excel, Teams, and more.</p> <p>Noraction is used for notices from Human Resources regarding internal job postings, new hires, and other important notices and documentation from Administration, including the President's blog. Noraction is a website that is only accessible by employee access on-campus or with VPN.</p> <p>Employee Login provides access to other services for faculty and staff, such as timetabling and course sections.</p> <p>Citrix allows students and staff to access college applications.</p>					
EMPLOYEE CONNECT	WEBMAIL	EMPLOYEE LOGIN	NORACTION	CITRIX	BLACKBOARD
			SPLASHTOP SOS DOWNLOAD		KEY DATES

How to enter an alert:

1. Click on the “Course Sections” link on the left hand menu.
All the courses attached to your name for the chosen term will appear in the main window.
2. Select “**Student Success**” next to the course you want to open.
3. Once selected the full class list will be shown and faculty will be able to enter details regarding individual student concerns. You’ll be able to indicate if it’s an Attendance Alert or a Success Alert and comment on some details.
 - a. The more details you provide, the better the advisor will be able to support the student.
 - b. Comments can only be seen by the advisors and the faculty (not the student)
 - c. Faculty can only see their own students.
4. You only need to check off an alert if there are concerns with the student. If there are no concerns please leave blank.
5. Please press “Save” once you’ve completed for each student with concern.



Employee Menu

- [Course Sections](#)
- Part Time Faculty Review
- Full Time Faculty Review
- Timetabling
- Transfer Credit and RoA

Blackboard Tools

- Academic Integrity Modules
- Text to Test

Change Password
[Log Out](#)

Course Sections

Academic Year: September 2020 to August 2021

Semester: 2 - Winter

Campus	Course	Section	Title	
PC	CM2913	220	Communications II - Model B	View Class List Audit Student Success <small>(Updated: 2021-02-10 09:09)</small>
KL	CM2913	220	Communications II - Model B	View Class List Audit Student Success
CK	CM2913	221	Communications II - Model B	View Class List Audit Student Success
HL	CM2913	221	Communications II - Model B	View Class List Audit Student Success <small>(Updated: 2021-02-04 15:21)</small>
KL	CM2913	221	Communications II - Model B	View Class List Audit Student Success <small>(Updated: 2021-01-27 15:37)</small>
PC	CM2913	222	Communications II - Model B	View Class List Audit Student Success <small>(Updated: 2021-02-16 10:36)</small>
CK	CM2913	223	Communications II - Model B	View Class List Audit Student Success <small>(Updated: 2021-02-12 10:31)</small>
KL	EN1582	220	Applied Communications I	View Class List Audit Student Success <small>(Updated: 2021-02-18 09:36)</small>

Student Success Report

Fall - 2020-2021

Date: 2020-09-09 11:35:14
Faculty: Tracie Howieson
Campus: KL
Total Students: 5

Last Updated:
Course: AA1083
Section: 130
[Download XLSX](#)

Student ID	Student Name	Attendance Alert	Success Alert	Faculty Comment	Advisor Comment	Advisor Complete
201306587	DOB RATZ , STEPHANIE	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
201500904	SMITH , TESSA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
201803551	SABESKI , CHRISTINA	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
201803755	TREMBLAY , SYLVIE	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
202000204	SNOW , ELIZABETH	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>


What happens when an alert is submitted:

Once an alert is created and saved, two things occur.

1. An email is automatically sent to success@northern.on.ca to notify the advisors of an update.
2. An email is automatically sent to the student letting them know advising has received a success or attendance alert for them for a particular class.
 - The email is personalized and includes a list of services we can provide to help them succeed in their course/program (sample below).
 - NOTE: The KL campus SASS department sends out individual email responses to flagged students right from the start. They do not send automated emails to students (by request).
3. Faculty are encouraged to flag students as many times as they feel necessary. The more flags a student receives, the more SASS Advisors increase their need to speak or meet with the student.

Example of Student Success Alert – To Student Academic Success Services Advisor (SASS)

A Student Success Alert has been reported

 paadmin
Thu 2020-07-23 1:34 PM
To: Carrie Jensen

Janna Duval has submitted a success alert for CM1933 at campus HL . Please refer to the Student Success application in the College Admin Utilities application for details.

[Reply](#) | [Forward](#)

Example of Student Success Alert – To Students

Hi [REDACTED] (2022 [REDACTED]),

My name is Ashley and I am the Student Academic Success Services Advisor (SASS) here on the Northern College Haileybury campus.

I've received a **success alert** for the following class: **VT1005 131 - Faculty:** [REDACTED]

Here in the Student Advising department we have so much to offer based on your needs and I would love to hear how I can support your success in the program. Feel free to reach out by email at charettea@northern.on.ca to talk about how I can support you.

Some examples of the supports I can offer are:

- Making a plan to get back on track with your studies if you've fallen behind
- Student workshops (academic or personal development)
- Study tips and other academic resources
- Time Management
- Organizational Skills
- Problem solving & conflict management
- Support and guidance with regard to academic policy, planning and success initiatives
- Support accessing other services within the college or community

Even if you don't quite know what you need, reach out and I can help you navigate through any difficulties you may be having and connect you to the right supports. I really hope to hear from you soon.

The follow up and supports:

1. Students who receive an alert email must reach out to the SASS Advisor to access some of the suggested supports.
2. The SASS Advisor discusses and assesses the student's needs. They may reference details the professor provided in the alert.
3. Students may be referred to other appropriate services (such as accessibilities or the international advisor) based on the comments and concerns that faculty raise in the Alert System.
4. Supports will be offered and provided to the students.
5. The SASS Advisor adds notes on the Student Success Alert System which include follow up/supports put in place for submitted student alerts (as applicable).
 - The advisor sections on the system are "read only" on the Faculty view. However, Faculty can go back in at any point in time to see the advisor's notes.

What happens if the student doesn't reach out to Advising:

1. If the student doesn't reach out after the initial alert email, there is no additional follow up from the SASS Advisor.
2. However, if the faculty enters additional alerts or comments for this same student at any point thereafter, the SASS Advisor receives the update. (student DOES NOT receive additional alert emails if they already received one for a particular course).
3. The SASS Advisor will then follow up with the student with an urgent request for the student to connect with them for assistance if they want to be successful in their course/program.

Reports:

1. The SASS department keeps track of which students get flagged, how many times and if they are successful in their courses.