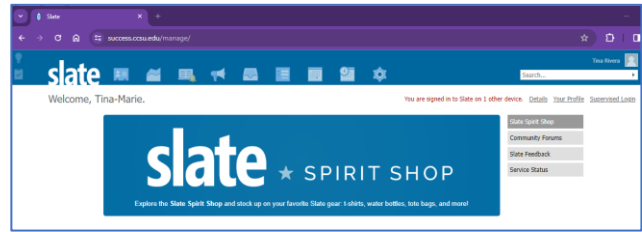


## Accessing Slate

From WebCentral:

1. Open and log in to WebCentral from CentralPipeline.
2. Click on the Faculty tab, then click the Success Matters – Share a Concerns or Kudos (formerly Early Academic Alert) link.
3. The Slate Homepage will open.

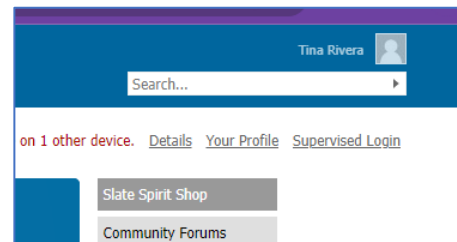


Direct Access:

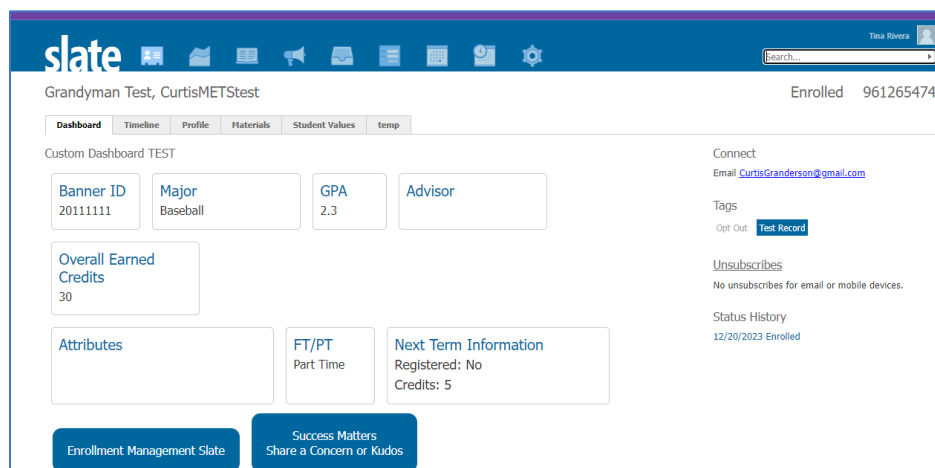
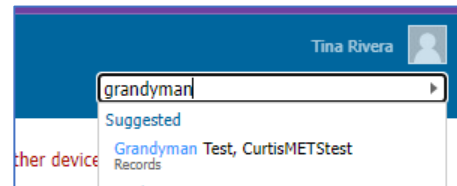
1. Access Slate at <https://success.ccsu.edu/manage>. If you are using a Central computer, it should automatically log you in. Otherwise, log in with your Central email address and password.
2. The Slate Homepage will open.

## Opening a Student Record

1. Click in the Search box (upper-right corner).



2. Enter the student's 8-digit Banner ID number, or type their name (last, first name format). When the student's name appears, click on it.
3. The student's dashboard will open.

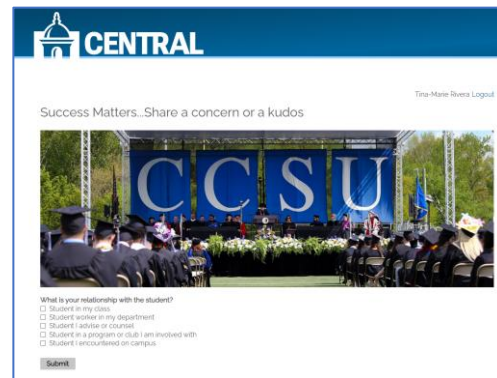


### Creating a Success Matters Submission

1. From the student's dashboard, click the Success Matters Share a Concern or Kudos button.

Banner ID 20111111	Major Baseball	GPA 2.3	Advisor
Overall Earned Credits 30			
Attributes	FT/PT Part Time	Next Term Information Registered: No Credits: 5	
Enrollment Management Slate		Success Matters Share a Concern or Kudos	

2. The Success Matters form will open in a new browser tab. Select your relationship to the student.



Success Matters..Share a concern or a kudos

What is your relationship with the student?

- Student in my class
- Student worker in my department
- Student I advise or counsel
- Student in a program or club I am involved with
- Student I encountered on campus

Submit

3. Depending on the relationship, additional questions may be presented. For example, if they are a student in your class you will then be prompted to indicate whether or not they have attended at least one class.

What is your relationship with the student?

- Student in my class
- Student worker in my department
- Student I advise or counsel
- Student in a program or club I am involved with
- Student I encountered on campus

Has this student ever attended class?

- Yes, the student has attended at least 1 class
- No, the student has never attended class

Submit

4. Continue answering all prompts and when you are done, click on Submit.

CET 113

Approximate grade to date  
D

Concern Topic

- Academic
- Personal/social
- Other

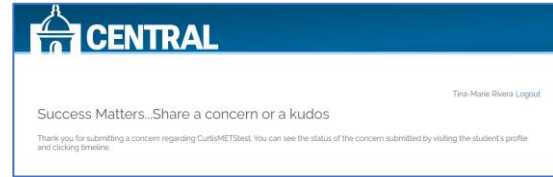
Academic (select all that apply)

- EARLY ALERT PILOT
- Poor attendance
- Poor academic performance
- Late or missing assignments
- Low exam/quiz scores
- Poor class motivation/attitude/lack of purpose
- Distracted/not paying attention

Please explain any additional concerns:

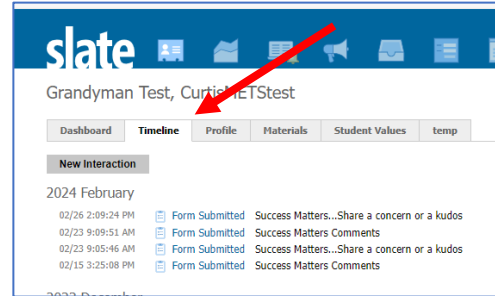
Submit

- You will receive a confirmation that your responses have been submitted. The student will receive an automated email with information and resources to assist with the concern or to congratulate them on receiving kudos.



### Checking the Progress of a Success Matters Form

- From the student's dashboard, click the Timeline tab. A history of all interactions with the student will be listed.



- Click on the Form Submitted link next to Success Matters to view the details. The Bin area will display where the submission is in the process:
  - Alert Submitted – new alert in the queue
  - Alert In Progress – a staff member is working on the alert with the student
  - Alert Resolved – action has been taken and the alert is closed
  - Follow Up Needed – alert has been escalated for additional follow up
- The Action Taken and Comments areas provide more details about the interaction with the student.
- Click the Close button on the bottom-right or the X in the upper-right corner to close the interaction.

