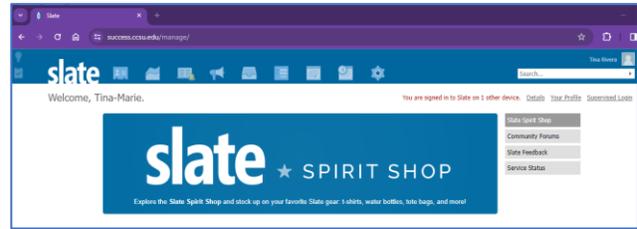


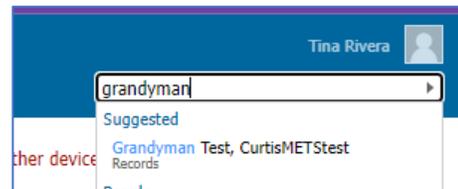
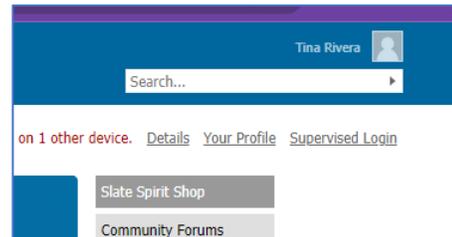
Accessing Slate

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.



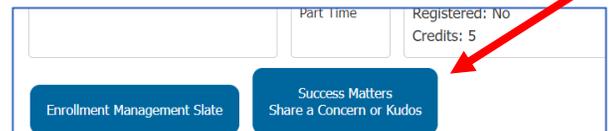
Opening a Student Record

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



3. Depending on the relationship, additional questions may be presented. For example, if they are a student in a program or club you are involved with then you will be prompted to enter the program/club name.

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

Name of Program/Club

Primary Concern Topic
 Academic

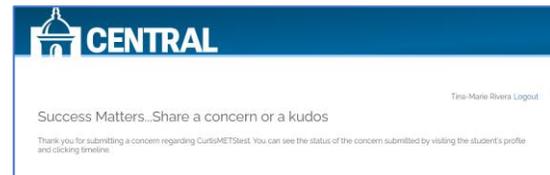
4. Continue answering all prompts and when you are done, click on Submit.

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:

5. 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.



 **CENTRAL**

Success Matters...Share a concern or a kudos Tina-Marie Rivers Logout

Thank you for submitting a concern regarding CurS/METS/STest. You can see the status of the concern submitted by visiting the student's profile and clicking timeline.