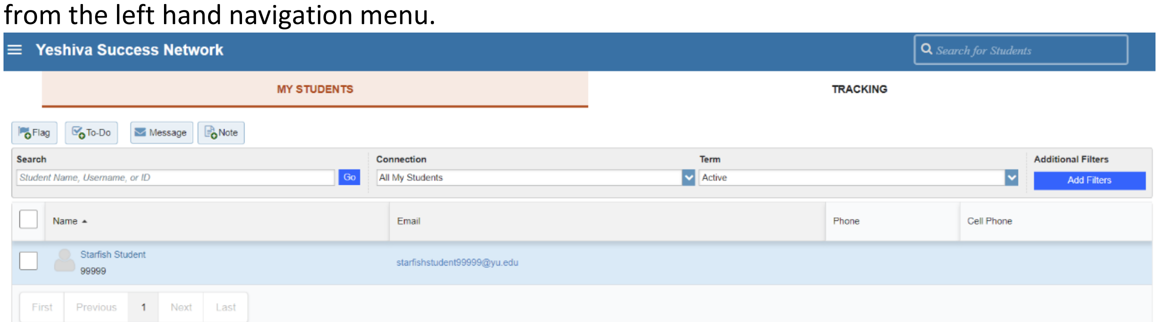
Using Yeshiva Success Network

The Yeshiva Success Network (YSN) gives you invaluable information and a convenient way to keep track of your students – raising flags when you observe a pattern of behavior that concerns you, ensuring that the people on campus who can intervene are aware.

You can find YSN on InsideTrack, Employee Tools, Yeshiva Success Network. It is also accessible directly here. YSN will automatically display all students with whom you are connected. Use your Single Sign On information when prompted. From there, you can review information, raise flags about students, and review flags that have been raised about your students.

Find Your Students

1. To find your students in order to review information or take action, click on the Student option from the left hand navigation menu.



2. Find the student by typing their name or ID number into the search box or applying one of the filters using the **Add Filter** button.
3. Click on the student's name to review their academic information, courses, and any tracking items. From here you can contact them or take other action (see below).

Notes: Filters "stick" so make sure to clear them the next time you do a search.

You can click on the **Tracking** tab to see any of your students with tracking items, such as flags or kudos.

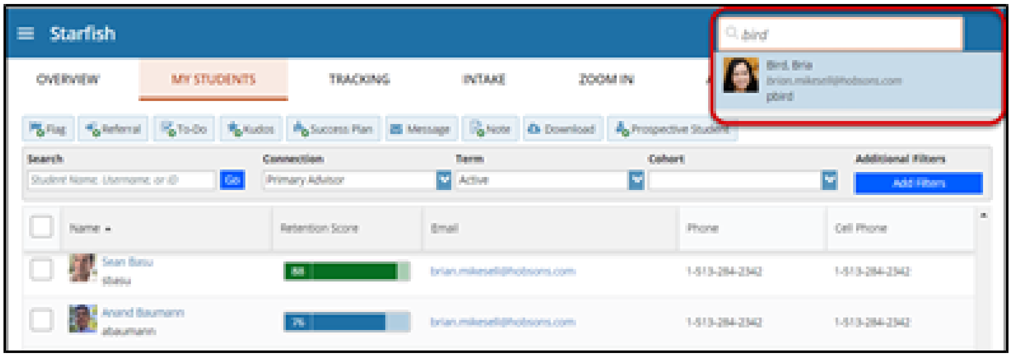
Raise a Flag or Referral for one of your students

When you have a concern with a student or they need extra assistance/intervention, raise a flag or referral to communicate your observations.

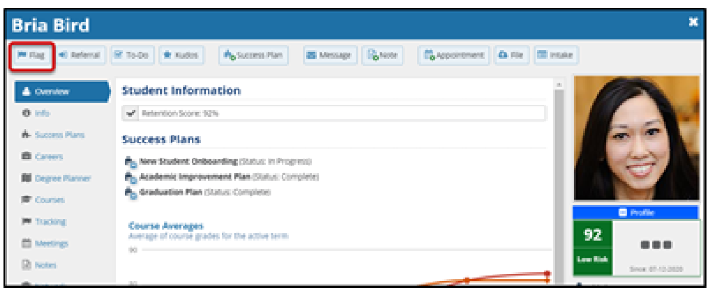
I. **Flags** are designed to alert advisors, support staff, and students that there is an issue that needs intervention. Flags are a way to ask staff members for assistance with an intervention for a specific student concern. Instructors raise flags for students regarding attendance, grades, and behavior in the classroom. Staff would raise flags to indicate special circumstances needing extra support for the student. A Flag acts as a To-Do item for another staff member and should require an action step. **Flags can also be raised BY the student and should be addressed as soon as possible.**

II. **Referrals** are designed to refer a student to another department or staff person to connect them for extra assistance. Referrals can be sent to a department or a specific person. Once received, it is expected that the staff member reach out to the student as soon as possible to get them the assistance needed from their department.

III. **Kudos** are designed for instructors to alert advisors, support staff, and students that the student has done something good in your course from attendance to a special project.

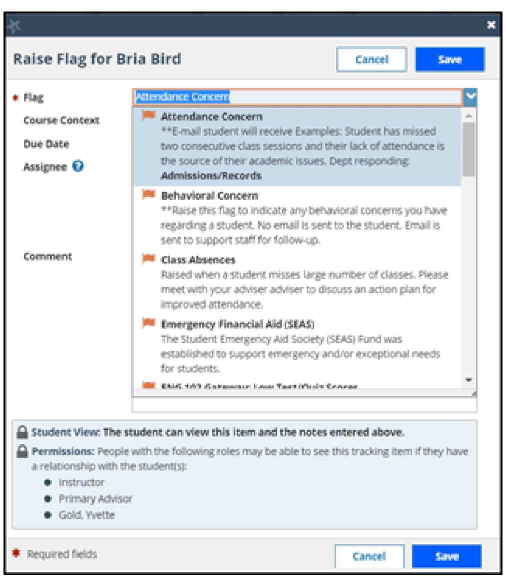


1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.



3. Click on the student's name to bring up the **Student Folder**.
4. Click the **Flag/Referral/Kudos** button.

A list of Flags/Referrals/Kudos that you can raise for this student are displayed.



5. Select the desired **Flag/Referral/Kudos** from the list.
6. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
7. Click the **Save** button.
8. Once you have raised a Flag/Referral/Kudos for a student, you can track the progress of the closing of it in the "TRACKING" tab – as mentioned in the "Find Your Students" section of this guide.

Notes:

The **Student View:** indicates whether the student can view the flag and the notes you include in the **Comment** box.

The **Permissions** area lists roles that have permission to view the selected flag and the notes you include in the **Comment** box.

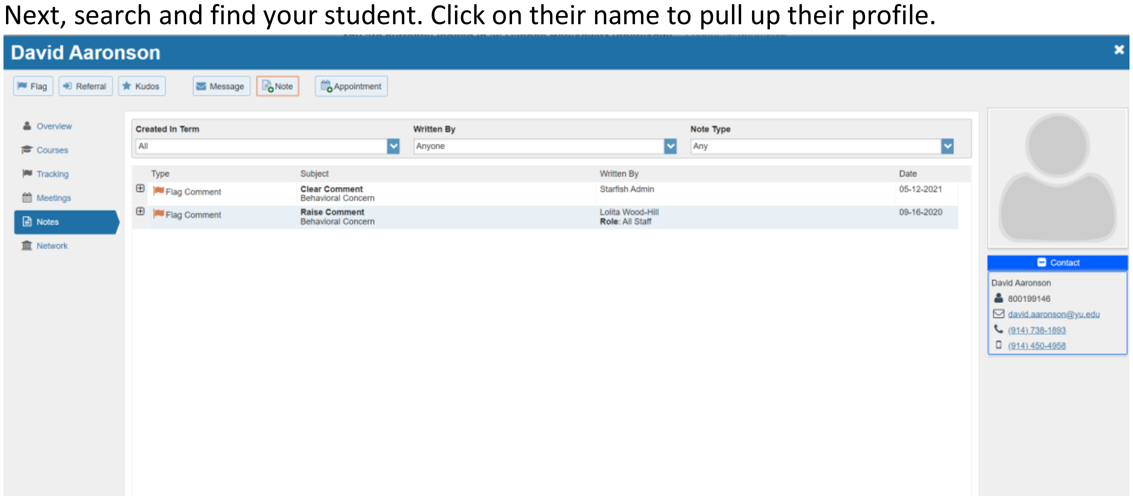
Add a note about one of your students

One main way to help us best support our students is to share our notes on meetings, interactions, and concerns with other members of the team. Depending on your role at the University, you will see only some of the notes that are provided.

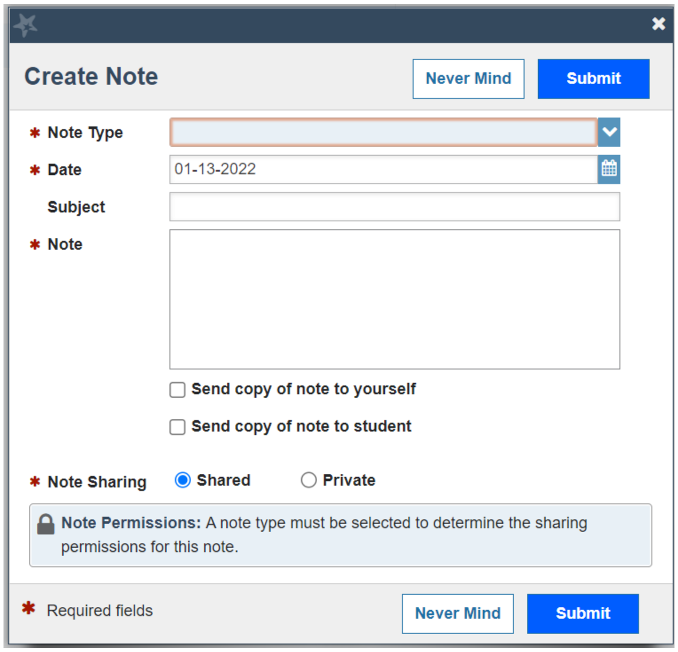
An Important Note About Notes and Flags:

Flags are used to ask for assistance and require action to be taken by the appropriate staff member. **Notes** are used to record interactions and important information about a student.

1. To add a note about a student, first navigate to your MY STUDENTS tab.
2. Next, search and find your student. Click on their name to pull up their profile.



3. On the left, select notes. Any notes that you have permissions to see will appear here. Click on the + to the left of the note to view the details of the note.
4. To add a note, click the **Note** button at the top of the profile. Then, add the note as you see appropriate.



a. Please be advised, if you select Private, no one else at the University will have permission to see this. We only recommend using this if it is a very sensitive item.
b. Notes are shared by roles. Instructors do not see notes that are not linked to a flag that was raised by them.