

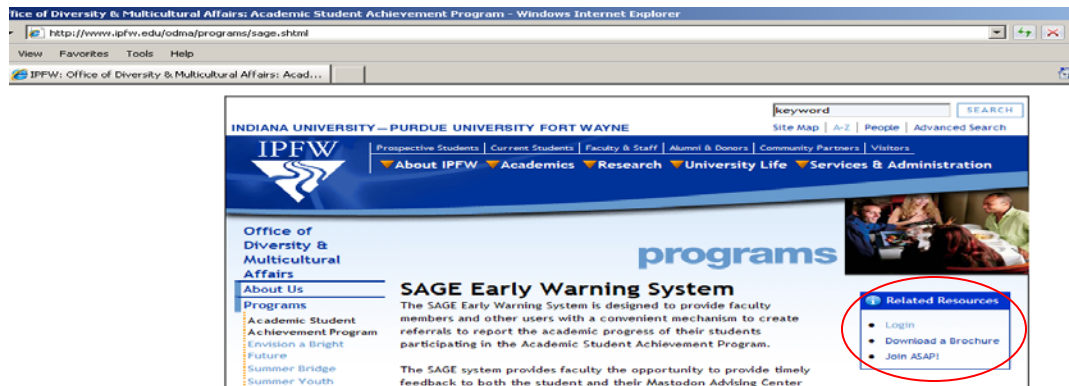
SAGE Early Warning System

By

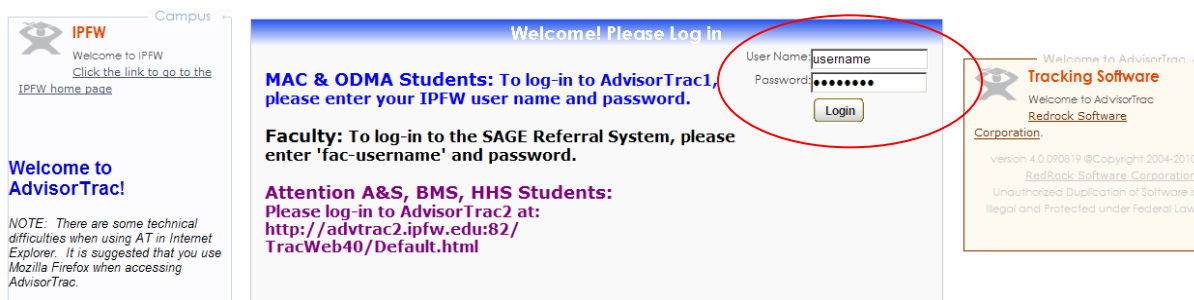
AdvisorTrac

SAGE Early Warning System is designed to provide faculty members and other users with a convenient system to create referrals to report the academic progress of their students. It gives faculty the opportunity to provide timely feedback to both the student and their advisor or ASAP coach. Referrals can be made at any time after the third week of the semester. SAGE automatically sends a copy of the referral to the student and the student's advisor or ASAP coach via email. Faculty can also suggest recommended action that students should take to improve their success in class. Advisors and ASAP coaches can then follow up with intrusive advising designed to help the student resolve any issues that may interfere with academic progress in their classes.

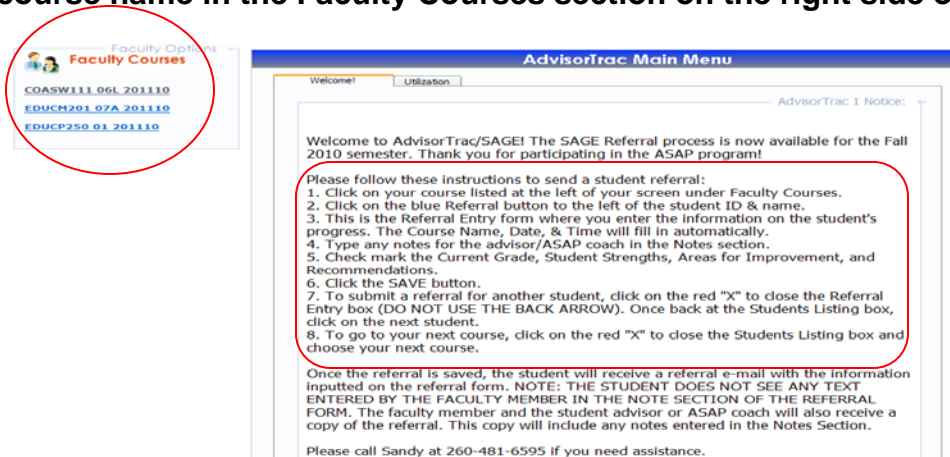
STEP 1: Go to <http://www.ipfw.edu/odma/programs/sage.shtml> and click on “Login” on the right side of the page



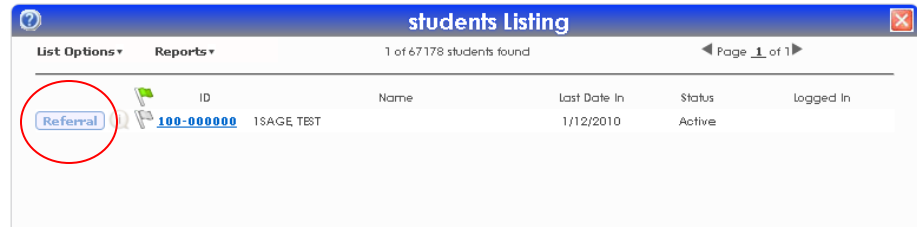
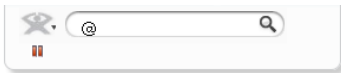
STEP 2: Log-in to AdvisorTrac/SAGE with your network username and password.
NOTE: You no longer have to put additional letters before your username to log-in to SAGE



STEP 3: This screen is your SAGE Main Menu. The instructions for creating and submitting a student referral are listed in the center of your screen. Click on your course name in the Faculty Courses section on the right side of the page.

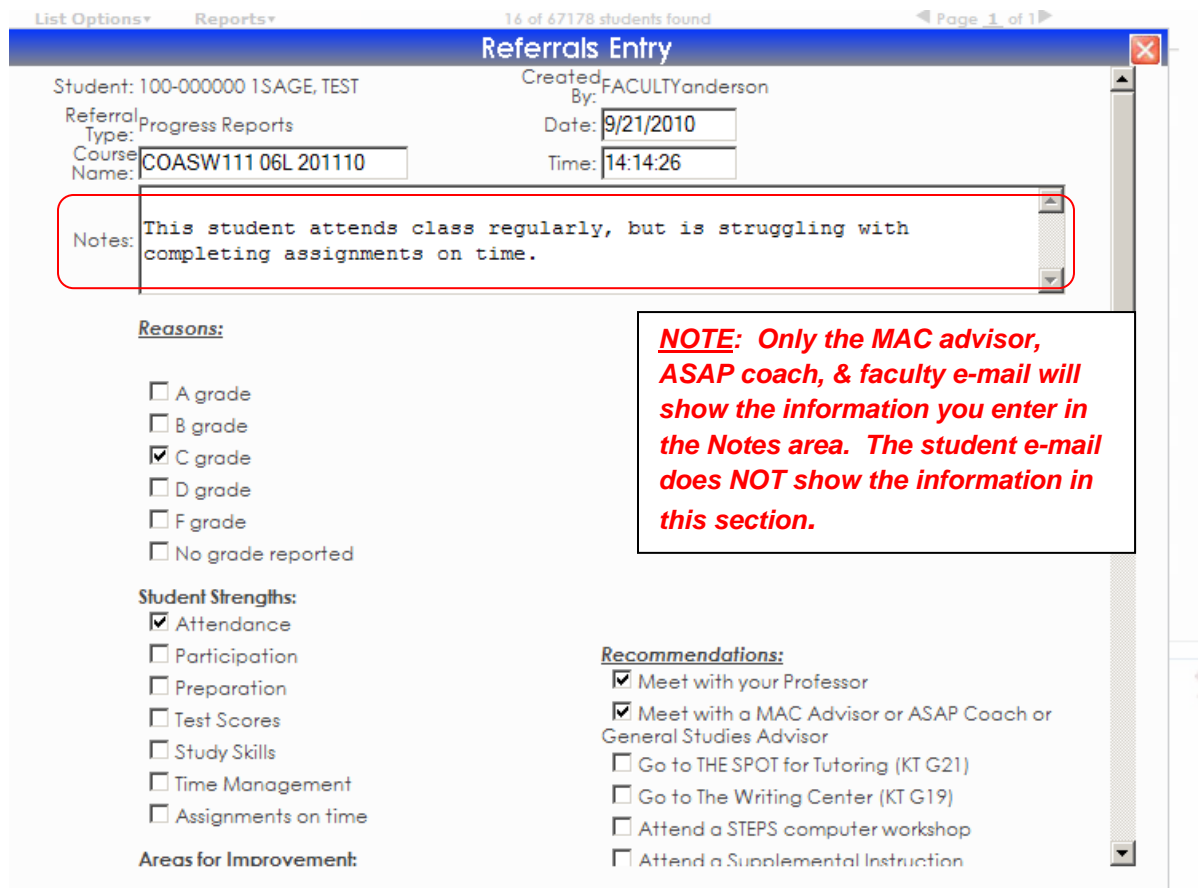


STEP 4: This is the Students Listing screen. This screen will list all of the XASP & ASAP students in your course. Click the blue referral button to the left of the student ID & name you want to report on.



STEP 5: This is the SAGE Referrals Entry screen. The Student name, Faculty name, Course name, Date, & Time will fill in automatically:

a. You may enter information in the NOTES section if you wish.

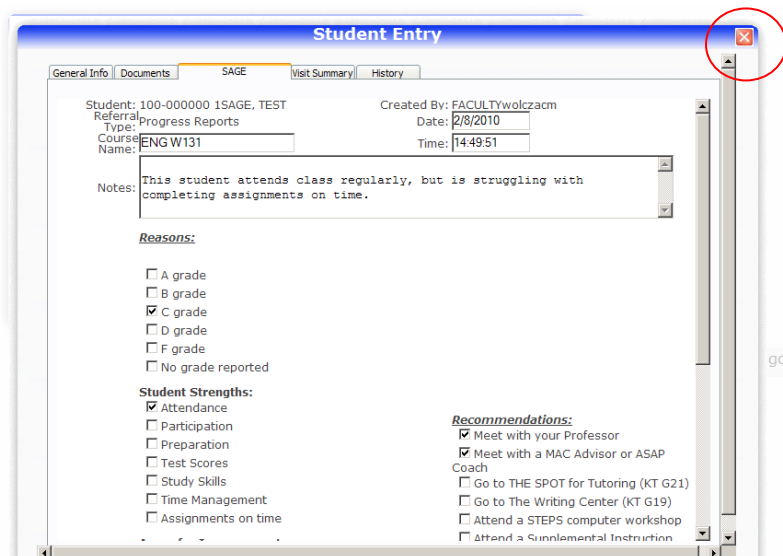


Continue to enter information in the SAGE Referral Entry screen:

- In the Reasons section, check the *current* grade for the student. If there is not a grade at this time, choose 'No grade reported'.
- Check the Student Strengths & Areas for Improvement. You may choose as many as you wish.
- In the Recommendations section, check any recommendations you have for the student. You may choose as many as you wish.
- When you have finished entering the referral information, click the SAVE button at the bottom of the screen.

NOTE: Disregard the 'Followup Date', 'Followup By', and 'Back button' area. These features are currently not available.

STEP 6: To create and submit a referral for another student, click on the Red “X” in the upper right corner of the screen. This will take you back to the Students Listing box.



****Once back at the Students Listing box, click on the blue referral button to the left of the next student and repeat steps 4 & 5 for the next student in your course.**

****To go to your next course, click on the red “X” to close the Students Listing box, choose your next course, and repeat steps 3-5.**

TO EXIT SAGE and AdvisorTrac, click on the down arrow in the Trac Navigation box in the upper left corner of the screen.



For questions, please contact:

Mastodon Advising Center (MAC) ~ 481-6595

(For AT/SAGE Technical Support issues, please contact Sandy Michels in MAC at 481-6134)

Diversity and Multicultural Affairs (ODMA) ~ 481-6608

Student E-mail Sample

From: <mack109@ipfw.edu>
To: <student_username@ipfw.edu>
Date: 9/21/2010 11:02 AM
Subject: Test Section 201110 Progress Report

Dear TEST 1SAGE,

Your professor, (*instructor's name will insert here*), has submitted the following report regarding your progress in Test Section 201110 (*text in the Subject line inserts here*):

CURRENT COURSE GRADE:

C grade

STUDENT STRENGTHS:

Attendance

AREAS FOR IMPROVEMENT:

Late/Missing/Incomplete Assignments

RECOMMENDATIONS:

Meet with your Professor

Meet with a MAC Advisor or ASAP Coach

Sincerely,

The Mastodon Advising Center (MAC), KT 109

The Office of Diversity and Multicultural Affairs (ODMA), Walb 118

The Office of General Studies, KT 144

To schedule an appointment with your professor, please see your syllabus for the professor's office hours and contact information.

(XASP student)

To schedule an appointment with your advisor, please visit the Mastodon Advising Center (MAC) in KT 109 or go to <http://www.ipfw.edu/mac>, sign into AdvisorTrac, and Click on Search Availability to search for available appointment times.

OR

(ASAP student)

To schedule an appointment with your ASAP coach, please visit the Office of Diversity and Multicultural Affairs (ODMA) in Walb 118 or call 260-481-6608.

To schedule an appointment with your General Studies advisor, please visit the Office of General Studies in KT 144 or call 260-481-6828.

Faculty E-mail Sample

From: <mack109@ipfw.edu>
To: <faculty_username@ipfw.edu>
Date: 9/21/2010 11:02 AM
Subject: Test Section 201110 Progress Report

Dear TEST 1SAGE,

Your professor, (*instructor's name will insert here*), has submitted the following report regarding your progress in Test Section 201110 (*text in the Subject line inserts here*):

CURRENT COURSE GRADE:
C grade

STUDENT STRENGTHS:
Attendance

AREAS FOR IMPROVEMENT:
Late/Missing/Incomplete Assignments

RECOMMENDATIONS:
Meet with your Professor
Meet with a MAC Advisor or ASAP Coach

INSTRUCTOR NOTES:
This student attends class regularly, but is struggling with completing assignments on time.

Sincerely,
The Mastodon Advising Center (MAC), KT 109
The Office of Diversity and Multicultural Affairs (ODMA), Walb 118
The Office of General Studies, KT 144

To schedule an appointment with your professor, please see your syllabus for the professor's office hours and contact information.

(XASP student)

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OR

(ASAP student)

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To schedule an appointment with your General Studies advisor, please visit the Office of General Studies in KT 144 or call 260-481-6828.

MAC Advisor/ASAP Coach E-mail Sample

From: <mack109@ipfw.edu>
To: <advisor/coach_username@ipfw.edu>
Date: 9/21/2010 11:02 AM
Subject: Test Section 201110 Progress Report

Dear TEST 1SAGE,

Your professor, (*instructor's name will insert here*), has submitted the following report regarding your progress in Test Section 201110 (*text in the Subject line inserts here*):

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C grade

STUDENT STRENGTHS:

Attendance

AREAS FOR IMPROVEMENT:

Late/Missing/Incomplete Assignments

RECOMMENDATIONS:

Meet with your Professor

Meet with a MAC Advisor or ASAP Coach

INSTRUCTOR NOTES:

This student attends class regularly, but is struggling with completing assignments on time.

Sincerely,

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