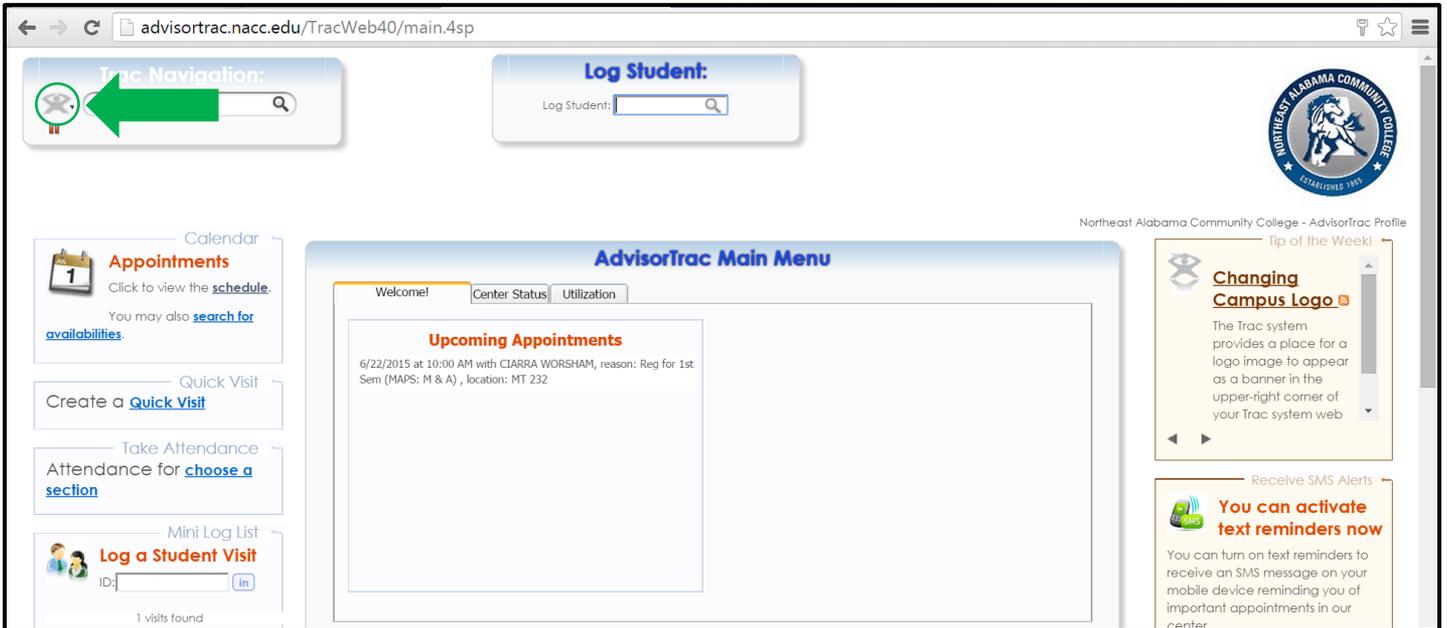


SAGE Referral Instructions

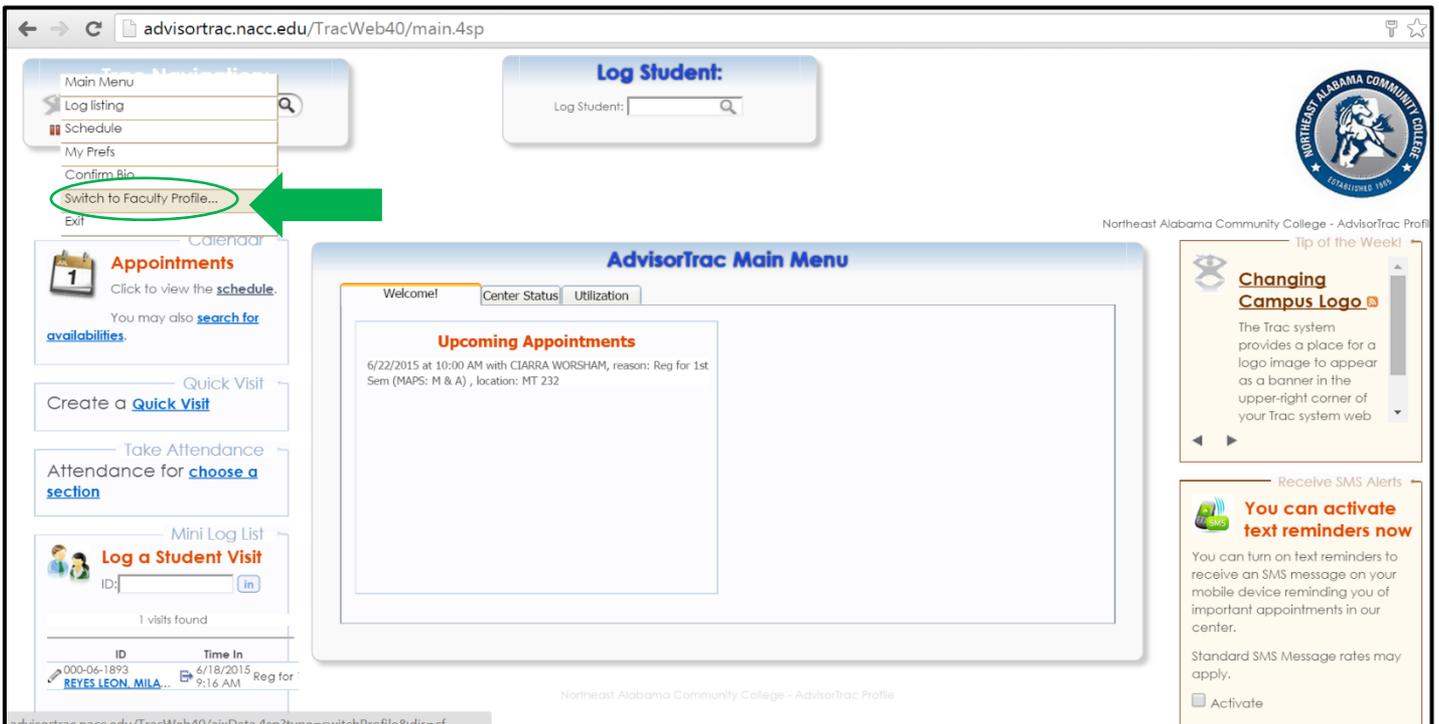
Sign into MyNACC and select AdvisorTrac
Adjunct instructors, continue with step 3 (page 2)

1. Click on Jack the TracMan.



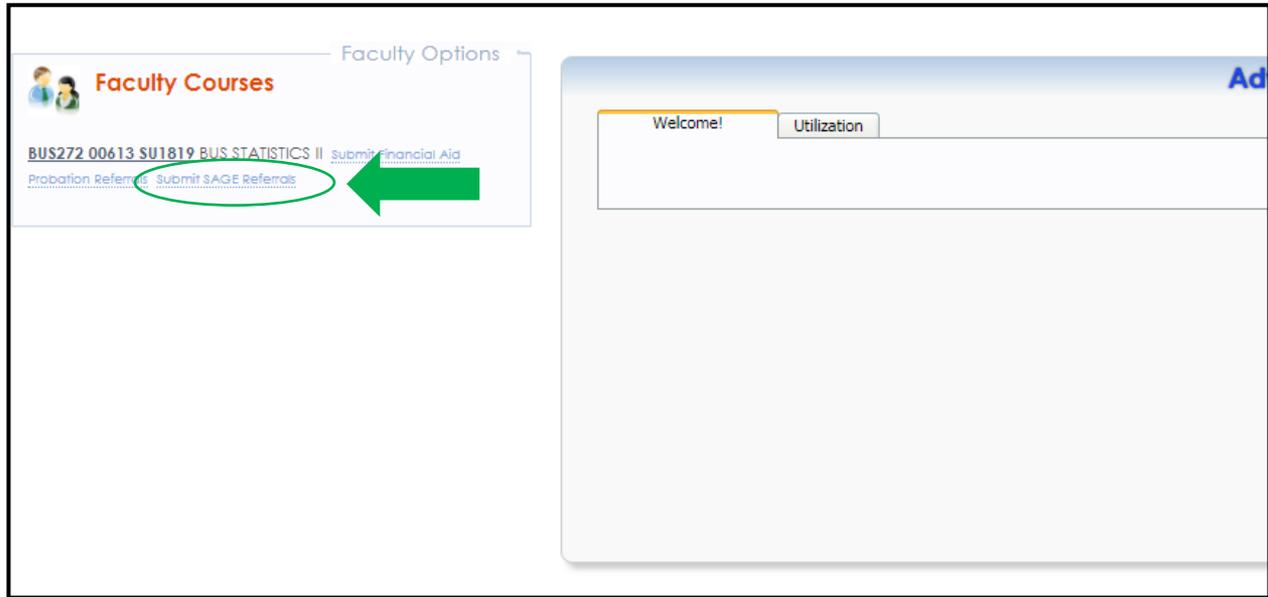
The screenshot shows the AdvisorTrac Main Menu interface. At the top left, there is a 'Trac Navigation' section with a search icon and a green arrow pointing to a TracMan icon. To the right is a 'Log Student' field. The main content area is titled 'AdvisorTrac Main Menu' and includes tabs for 'Welcome!', 'Center Status', and 'Utilization'. Under 'Upcoming Appointments', there is a list entry: '6/22/2015 at 10:00 AM with CIARRA WORSHAM, reason: Reg for 1st Sem (MAPS: M & A), location: MT 232'. On the right side, there are sections for 'Tip of the Week!' titled 'Changing Campus Logo' and 'Receive SMS Alerts' titled 'You can activate text reminders now'. The bottom left shows a 'Mini Log List' with one entry for 'REYES LEON, MILA'.

2. Click on 'Switch to Faculty Profile...'

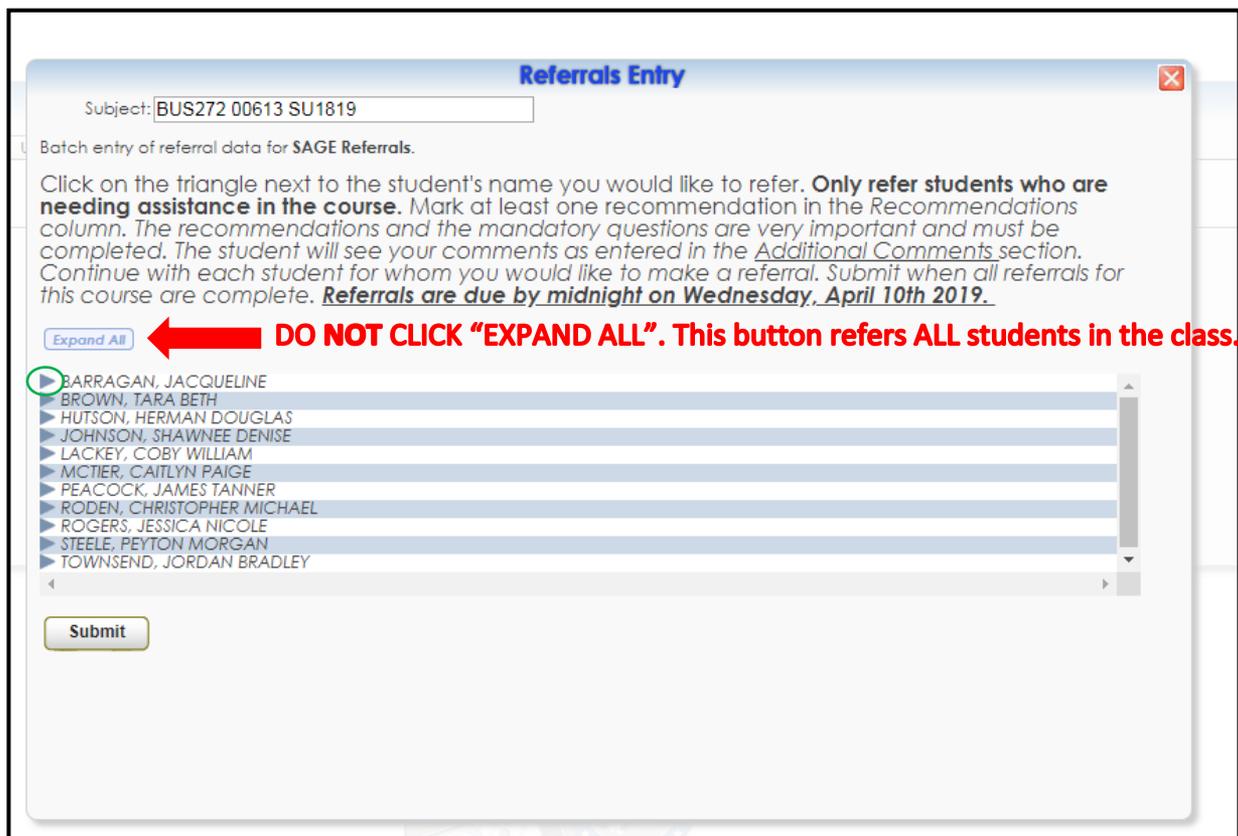


The screenshot shows the same AdvisorTrac Main Menu interface, but with a dropdown menu open over the 'Trac Navigation' area. The menu items are: 'Main Menu', 'Log listing', 'Schedule', 'My Prefs', 'Confirm Bio', 'Switch to Faculty Profile...', and 'Exit'. A green arrow points to the 'Switch to Faculty Profile...' option. The rest of the page content, including the 'Upcoming Appointments' list and the right-hand side sections, remains the same as in the previous screenshot.

3. **Find Your Course(s)** under *Faculty Courses* on the left of the screen. Click on 'Submit SAGE Referrals' under the appropriate course.



4. **Click the triangle** to the left of the student's name for whom you would like to make the referral. **This will expand the referral screen and will generate an automatic email once you click 'Submit'.** Only refer students who need assistance in the course. If you refer a student in error, contact Juliah Sanford.



5. **Check your recommendations for the referral. THIS IS MANDATORY.** Students WILL NOT receive a letter or phone call if a recommendation is not checked!

6. **Answer all mandatory questions to the right of the list.** If these questions are left blank, 'Not Reported' will filter into the email sent to the student and this portion of the referral will not be useful to the student. If needed, provide additional comments for your student. Be aware that the student will see the additional comments that you make. Making comments is optional.

For online courses, answer the mandatory questions based on the last contact you have had with the student or the last date of completed work. The student **will receive an email** with the recommendations and information you provide.

The screenshot shows a web interface for student referrals. At the top left is a button labeled "Expand All". Below it is a list of student names, with "BARRAGAN, JACQUELINE" selected. To the right of the list is a column of checkboxes for various recommendation categories: "Begin Attending Class", "Purchase an Access Code", "Contact Instructor", "Behind in Course", "Complete Online Assignments", "Tutoring Assistance", "Success Seminars", "LASSI Assessment", and "Drop the Course". A green oval highlights this list, and a green arrow points to it with the text "You must select at least one Recommendation." To the right of the list are three input fields: "Additional Comments:" (with a green oval around the label), "What is the student's current grade in this course?" (with a dropdown menu showing "Contact the instructor for your average"), and "When was the student's last date of attendance (m/d/yyyy)?" (with a date input field). A green arrow points to the "Additional Comments:" label with the text "Students will see Additional Comments in the emails that are sent to them."

7. **Repeat this step for each student in the course for whom you would like to make a referral. Click 'Submit' when all referrals for this course are complete. Clicking 'Submit' will automatically generate an email to the student.**

Click the red **X** in the upper right-hand corner of the screen when you are finished making the referrals for the course. Complete this process for every course you are teaching. If you have technical questions or questions about the process, please contact Julia Sanford at sanfordj@nacc.edu or extension 2257.