

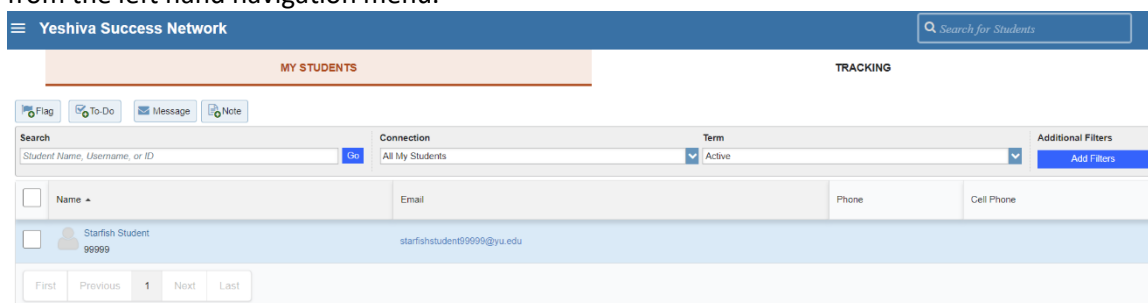
Using Yeshiva Success Network

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.



The screenshot shows the Yeshiva Success Network interface. At the top, there is a blue header with the text "Yeshiva Success Network" and a search bar labeled "Search for Students". Below the header, there are two tabs: "MY STUDENTS" (active) and "TRACKING". Under the "MY STUDENTS" tab, there are several icons: "Flag", "To-Do", "Message", and "Note". Below these icons is a search bar with the placeholder text "Student Name, Username, or ID" and a "Go" button. To the right of the search bar are two dropdown menus: "Connection" (set to "All My Students") and "Term" (set to "Active"). There is also an "Additional Filters" button. Below the search bar is a table with columns for "Name", "Email", "Phone", and "Cell Phone". The table contains one row for a student named "Starfish Student 99999" with the email "starfishstudent99999@yu.edu". At the bottom of the table, there are pagination buttons: "First", "Previous", "1", "Next", and "Last".

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.

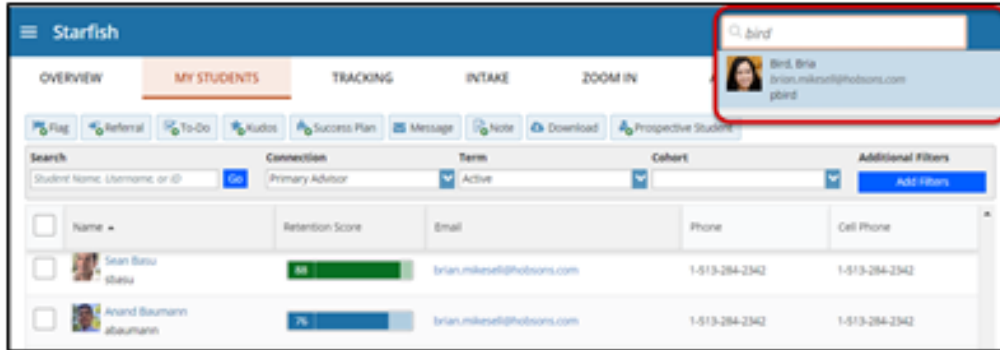
Raise a Flag or Referral for one of your students

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

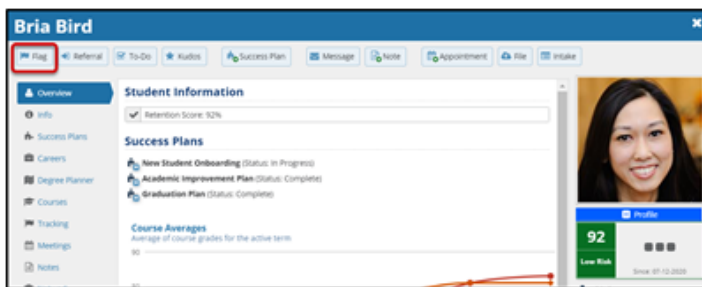
- I. **Flags** are designed to alert advisors, support staff, and students that there is an issue that needs intervention. Flags are a way to ask staff members for assistance with an intervention for a specific student concern. Instructors raise flags for students regarding attendance, grades, and behavior 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.

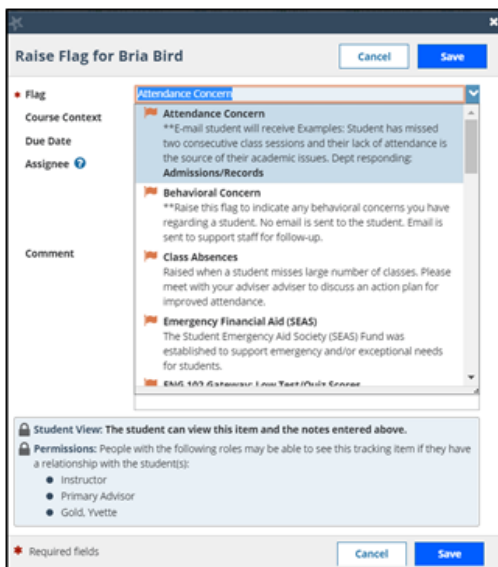


1. Click on the **Students** navigation item to see your list of students.
2. Find the desired student by typing the name into the **Search** box.



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.

The screenshot shows a user interface for a student profile. At the top, the name "David Aaronson" is displayed in a blue header. Below the header, there are navigation tabs: "Flag", "Referral", "Kudos", "Message", "Note", and "Appointment". The "Note" tab is currently selected. On the left side, there is a sidebar menu with options: "Overview", "Courses", "Tracking", "Meetings", "Notes", and "Network". The "Notes" option is highlighted. The main content area displays a table of notes with the following columns: "Created In Term", "Written By", and "Note Type". The table contains two entries:

Created In Term	Written By	Note Type
All	Anyone	Any
Flag Comment	Starfish Admin	Clear Comment Behavioral Concern
Flag Comment	Lolita Wood-Hill Role: All Staff	Raise Comment Behavioral Concern

On the right side of the profile, there is a contact information box for David Aaronson, including a phone number (800199146), an email address (david.aaronson@yu.edu), and a phone number (0141.738-1893).

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.

Create Note Never Mind Submit

* **Note Type**

* **Date**

Subject

* **Note**

Send copy of note to yourself

Send copy of note to student

* **Note Sharing** Shared Private

Note Permissions: A note type must be selected to determine the sharing permissions for this note.

* Required fields Never Mind Submit

- 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.