

STUDENT SUCCESS COACHING

University Faculty Guide

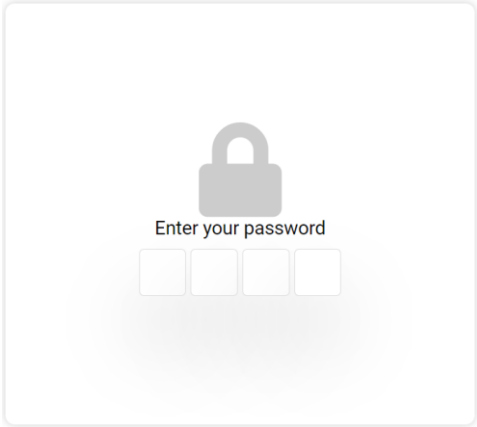
Responsible: Program Director / Faculty

1. Accessing the Website

- Go to <https://faculty.studentsuccessprograms.com/>



- This will lead you to your Student Portal
- Enter the Password that was sent to you via email (**case sensitive**)



- Upon logging in, you will find a quick guide on the different forms that our coaches are using along with a brief explanation on each form:

HERE'S WHAT EACH REPORT MEANS

- ▶ **STUDENT SUCCESS INTAKE FORM** - This form is to be used for the 1st meeting for all student regardless of what year they are in PA School.
- ▶ **CLINICAL YEAR ACADEMIC IMPROVEMENT PLAN** - This form is used for students who are in their clinical year at PA School.
- ▶ **FINAL PANCE ACADEMIC IMPROVEMENT PLAN** - This form is used for students who are within 3 months of graduating PA School and beyond.
- ▶ **STUDENT SUCCESS COACH FOLLOW- UP FORM** - This is used for any students that doesn't apply to any of the other three options.

2. Viewing the Form Results

- Go to <https://faculty.studentsuccessprograms.com/>
- Scroll down until you see the table below:

Student Coaching Sessions

Student ListStudent Success Intake FormClinical Year Academic Improvement PlanFinal PANCE Academic Improvement PlanStu

ViewsGrid viewHide fieldsFilterGroupSort

Q

Student Name

Coach

1st Meeting

2nd Meeting

3rd Meeting

Status

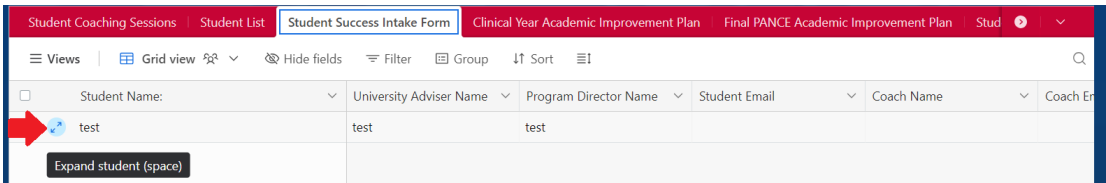
No visible records

0 records

Airtable

View larger version

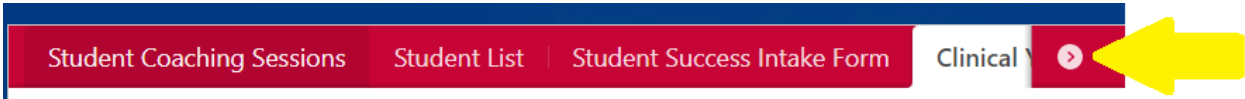
- Each tab on the table are as follows
 - **Student Coaching Sessions** – this section shows the names of the students enrolled in coaching along with their coach names, and dates of meetings in order
- Student Coaching Sessions
- **Student List** – this section shows the names of the student, graduating class, name of school, and the name of the program the student belongs to
- Student List
- **Student Success Intake Form** – this form will show the information that the student filled out when booking their first coaching session
- Student Success Intake Form
- To view a student’s response, hover your mouse to the name of the student and click on the arrow before the student’s name until you see “*Expand student (space)*”



Student Name:	University Adviser Name	Program Director Name	Student Email	Coach Name	Coach Email
test	test	test			

Expand student (space)

- Click on the arrow pointing to the right to view the coaching reports submitted by the coaches (dependent on what the student is being coached for). This would be:
 - Clinical Year Academic Improvement Plan
 - Final PANCE Academic Improvement Plan
 - Student Success Coach Follow-up Form



3. Go To Airtable



- This button will connect you the Airtable which is also the same as Viewing the Form results (**Check Number 2**)

4. New Student Form

NEW STUDENT FORM

- This button allows you to add and endorse students to the coaching program
- When you click on the new Student Form, you will be routed to the page below where you can choose to add 1 or more students.
 - If adding just 1 student, please proceed with filling out the information on the boxes then click on submit.
 - If adding more than 1 student, use the attach file to send the student information based on the details below

New Student Form

If adding more than one student, please utilize the 'Upload Attachment' feature to provide the necessary student information. However, if adding just one student, kindly fill out the 'Student Name' and 'Email' fields accordingly.

If more than one student, please upload your student list here

 Attach file

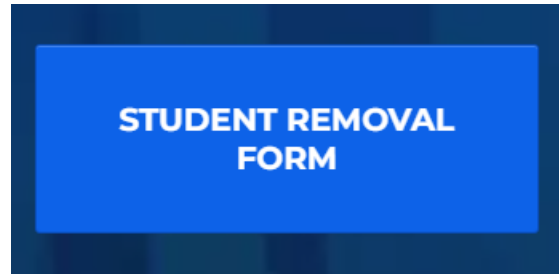
 Drop files here

Student Name

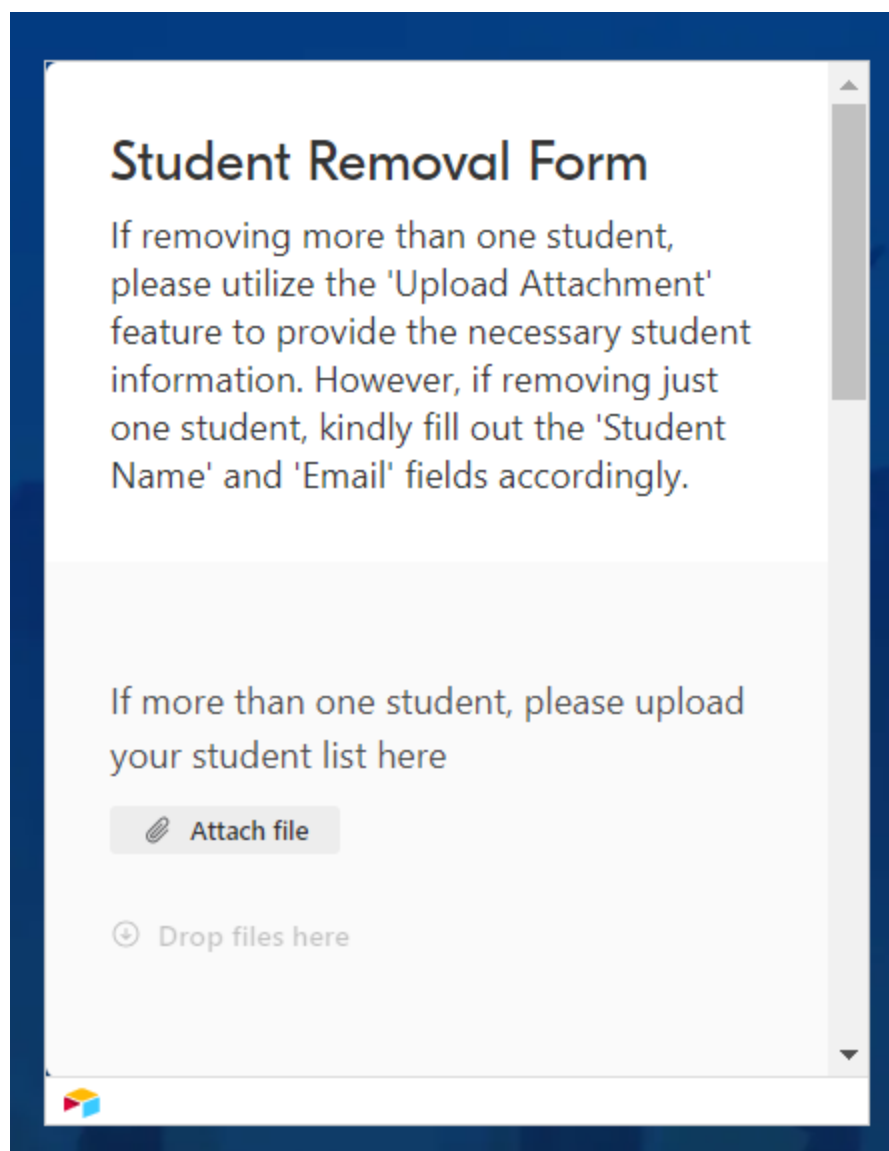
Student Email

Graduating class of

5. Student Removal Form



- This button is for removing students who are enrolled in the coaching program, and will no longer need coaching
- When you click on the Student Removal Form button, you will be routed to the form where you need to provide the:
 - a. Student Name
 - b. Student Email
 - c. Graduating Class of:
 - d. Name of School/University
 - e. Name of Program
 - f. Name of the Person Submitting the Form
 - g. Email of the Person Submitting the Form



Student Removal Form

If removing more than one student, please utilize the 'Upload Attachment' feature to provide the necessary student information. However, if removing just one student, kindly fill out the 'Student Name' and 'Email' fields accordingly.

If more than one student, please upload your student list here

 **Attach file**

 **Drop files here**

6. Reaching out for Technical Support

- If you have any technical questions or technical concerns, at the upper right corner, click on “support@studentsuccessprograms.com” as shown below to email our Technical Support team.

support@studentsuccessprograms.com

7. Questions or Concerns on Student Coaching

- If you have any student coaching questions or student coaching concerns, please send an email to coaching@studentsuccessprograms.com.