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Orange SUCcess - Faculty Guide

Last modified by Hopeton F Smalling on Dec 13, 2017

How to Login to Orange SUCcess

To login to Orange SUCcess, sign-on to **MySlice** using your NetID and Password

Find the Faculty Services pagelet and click on the [Orange SUCcess link](#).



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| <p>Advisor Services</p> <ul style="list-style-type: none"> • Advisor Services • Orange SUCcess |
| <p>Faculty Services</p> <ul style="list-style-type: none"> • Faculty Services • Orange SUCcess |

The screenshot shows the MySlice dashboard with several service pagelets. A text overlay is positioned over the bottom half of the dashboard, stating: "To login goto MySlice or the tools section of blackboard click on the the advisor or faculty pagelet." The pagelets visible include: Orange Alert System, NetID Password, Employee Services, HR/Payroll, Tax Forms, Tax Withholding Information, Employee Reimbursement, Parking and Transit Services, SU Online Giving, Advisor Services, Faculty Services, Employee Resources, Schedules and Calendars, Forms and Procedures, and Summary Plan Descriptions.

Upcoming Training

Spring 2018

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Send an email to orangesuccess@syr.edu for training or support.

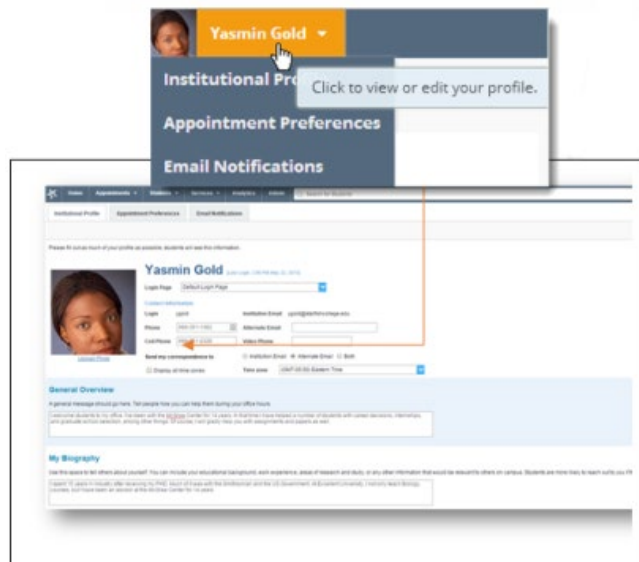
These sessions will provide an introduction to comprehensive tools within Orange SUESS. Orange SUESS will provide faculty a way to track student progress throughout the semester to ensure the right people are able to identify, intervene and help the student.

Getting started is easy, this session will cover the following:

1. What is Orange SUESS?
2. Setup your profile/ email notifications
3. How to take attendance for your courses
4. How to manage your students / Notes and messages
5. How to raise a flag
6. How to send messages to your students
7. How to clear a flag/close the loop
8. Setup your office hours
9. Calendar Integration - Every user will automatically have access to Orange SUESS through their MySlice/Blackboard account.
10. Faculty Advisors will be shown how to access and manage information on their advisees.

Setup your Profile

Some of your profile data, such as your contact information, is imported from PeopleSoft.



Edit your profile information. Click on your name in the Top Navigation bar and select the **Institutional Profile** tab.

1. Use the **Upload Photo** link beneath your existing photo or placeholder to upload a photo and help students put a face to your name. Browse to a photo file (.jpg, .png, or .gif), and then click the **Upload Now** button to update your photo.
2. Edit your **Phone** add an **Alternate Email** address to have Orange SUCcess to an address other than your institution email. Select the **Both** radio button to receive email at both accounts.
3. Double check that the **Time zone** selected is EST. This time zone will be used when including appointment times in emails.

General Overview

A general message should go here. Tell people how you can help them during your office hours.

I teach English Composition and Creative Writing and am also an advisor. Please feel free to stop by or schedule a meeting during my posted office hours. When you sign up for your meeting, be sure to select the reason that best describes what you'd like to talk about. I can help you think through topic choices and outlines and help connect you to reference materials particular to your chosen subject. I can also help you decide which English courses are the best options to meet your degree requirements and career aspirations.

My Biography

Use this space to tell others about yourself. You can include your educational background, work experience, areas of research and study, or any other information that would be relevant to others on campus. Students are more likely to reach out to you if they know a little about you.

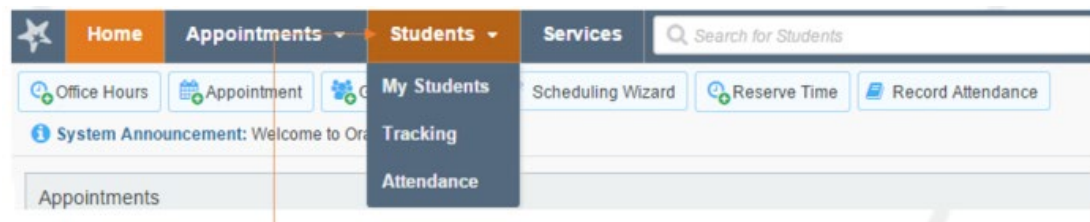
I came to Excellent University in 2011. My research and teaching interests include twentieth-century and contemporary American literature and documentary film and the use of historical fiction as a teaching support in elementary education. In my free time I work with several local organizations focused on promoting literacy and creative writing for youth. I completed my undergraduate studies at Indiana University of Pennsylvania, and my graduate and doctorate degrees from Gamma Mission University in Virginia.

Add your general message and biography. This information will appear to students who can make appointments with you in Orange SUCcess.

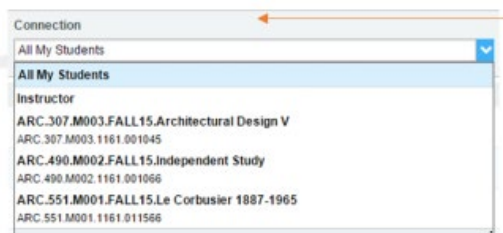
5. Add information to the **General Overview** and **My Biography** sections to let students know a bit more about you.
6. Click the **Submit** button to save your changes.

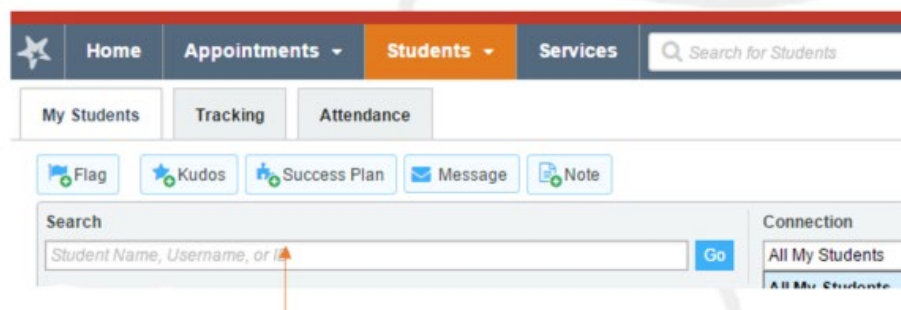
My students

Manage, track and enter attendance for your student.



- Click Students in the top frame navigation.



Search for your students.

This section is divided into three core areas by tabs, "My Students", "Tracking"; "Attendance"

- Search for a student by:
 - Type the student's name or email address into the Search field
 - Filter your students by each course.
- Choose your "Connection" and the correct term for the search.
- To organize your students list by flag, select the "Tracking" tab.
- You can sort the list by flag name and/or flag status.
- You can clear or comment on flags from here.

Flag and Kudo definitions

Faculty Flags

Academic Progress Flags are raised at the discretion of the faculty member and are up to interpretation. *(For instance, the Attendance Concern flag is dependent upon specific course policy. There is no set amount of classes that must be missed before raising this flag.)* Flags and their definitions are explained below:

- **Attendance concern (informational):** This flag can be raised when a student isn't attending class regularly. Regularly is defined by the faculty member according to the class attendance policy.
- **Attendance concern - grade at risk:** This flag can be raised when a student isn't attending class regularly. Regularly is defined by the faculty member according to the class attendance policy.
- **Low participation (informational):** This flag can be raised when a student isn't participating regularly. Regularly is defined by the faculty member according to the class participation policy.
- **Low participation - grade at risk:** This flag can be raised when a student isn't participating regularly. Regularly is defined by the faculty member according to the class participation policy.
- **Low quiz/ Test scores:** This flag can be raised when the student's grades are below the course expectation.
- **Assignment concerns:** This flag can be raised to alert the student of missed course work. It is at the discretion of the faculty member to determine the type of assignments that should be included in this flag.
- **In danger of failing:** This flag can be raised to alert the student that there is concern that if not addressed could lead to course failure. It is at the discretion of the faculty member to determine the proper timing of this flag.

Faculty Kudos

Kudos provide the faculty member with the option to praise a student for his/her efforts in class.

- **Keep up the Good Work:** Raise this kudo to provide encouragement for students who are improving. Students receive email notification when this kudo is raised.
- **Outstanding Academic Performance:** Raise this kudo to recognize students who have demonstrated academic excellence in a particular course. Students receive email notification when this kudo is raised.
- **Showing Improvement:** Raise this kudo for students that have had academic progress flags raised and have shown signs of improvement in their coursework and grades for a particular course. Students receive email notification when this kudo is raised.

Advisor/Faculty General Concern Flag

- **Non-Academic Concern:** This flag can be raised when patterns are detected by an advisor or member of faculty that could have adverse academic consequences. However, Orange SUccess should not be used to report issues related to academic integrity, student conduct, health/wellness issues or emergencies. Absence Notification Flag
- **Absence notification:** This flag is raised by Academic Support when a student will miss classes due to an illness, death in the family, family emergency, etc.

Student Raised Flags

- **I need an advisor's help:** This flag can be raised by a student who needs the help of his/her advisor.
- **I need help in a course:** This flag can be raised by a student who needs help in a particular course(s).
- **I have a roommate conflict:** This flag can be raised by a student to report a roommate conflict.
- **Intra-University Transfer (IUT):** This flag can be raised by a student to request an intra-university transfer (IUT).
- **I need disability accommodations:** This flag can be raised by a student to request a disability accommodation.
- **I'm interested in Innovation and Entrepreneurship:** This flag can be raised by a student to request assistance in taking the next step for your innovation or entrepreneurial idea.

Setup your Office Hours block

[Click here for webinar](#)

The first time you log in to Orange SUccess, can 'wizard' to walk you through setting up your office hours, which enables students to schedule time with you. If you do not wish to complete the wizard just yet, check the box labeled "Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours", and then click the **Close** button.

If your office hours are different week to week, follow the "If your office hours don't repeat weekly, [click here](#)" link.

Office Hours Setup Wizard

If your office hours don't repeat weekly, [click here](#).

Go ahead and get started by adding one time block for now! You can always add more later.

1. What day(s) do you have office hours?

M T W T F S S

2. What time are your office hours?

Enter Start Time to Enter End Time

3. Where are they?

Type:

Details:

Instructions:

Show me this Office Hours Setup Page again next time I login if I don't have any Office Hours

Setup office hours

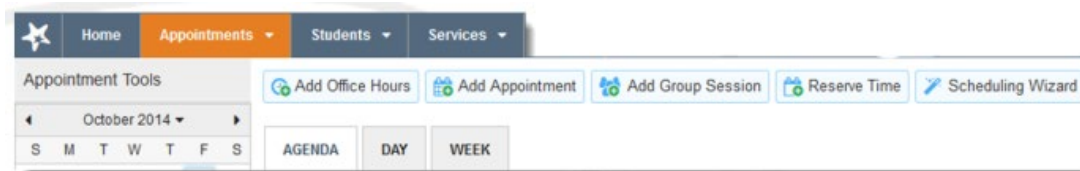
If your office hours recur - Complete these fields:

- **What day(s) do you have office/walk-in hours?** - check the boxes for each day.
- **What time are your office/walk-in hours?** - enter a start and end time.
- **Where?** - select the **Type** of setting and enter the **Details** in the field provided (e.g. the building and room number of your office).
If relevant, provide **Instructions** for students who make appointments with you.

Click the **Set up Office Hours** button to save your office hours.

Notes:

To setup additional office hours or make any changes, use the buttons on your **Home** or **Appointments** page to **Add Office Hours**, **Add Appointment**, **Add Group Session**, **Reserve Time** or use the **Scheduling Wizard**.



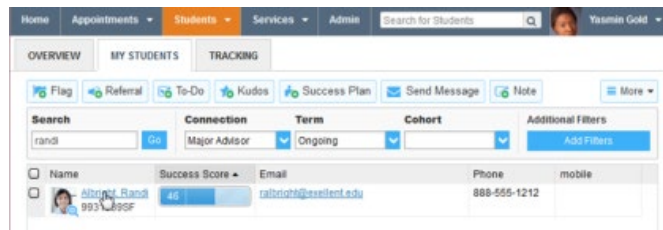
The appointment tool

Raise a Flag on your students

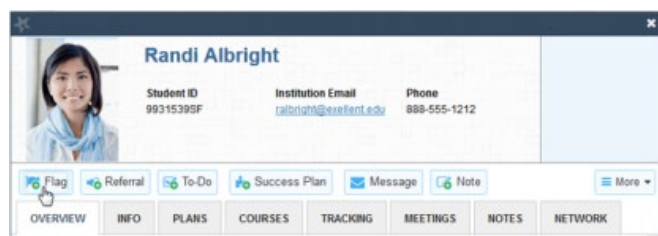
When you have a concern with a student(s), raise a flag, to-do, or referral to communicate your observations. The appropriate individuals will be automatically notified when you save the item.

1. Click on the **Students** to see your list of students.

Select student first to raise a flag.



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** button.

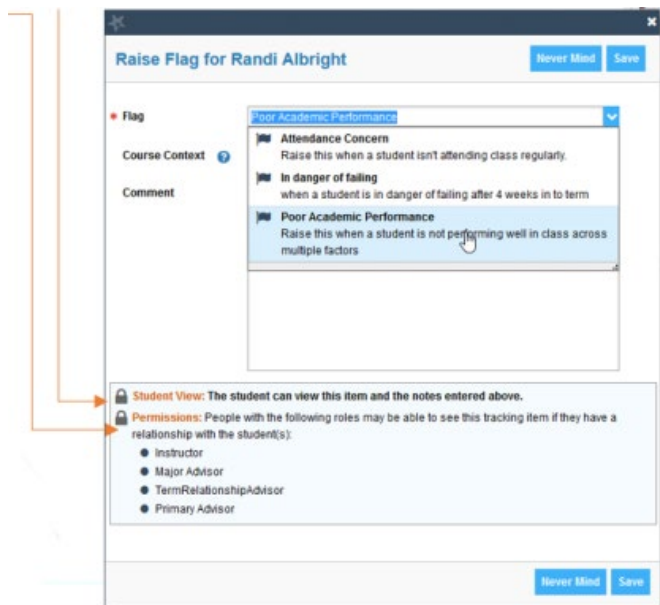


A list of flags that you have permission to raise on this student is displayed.

1. Select the desired **Flag** from the list.
2. If relevant, select a course from the **Course Context**, drop down list, and enter notes in the **Comment** box.
3. Click the **Save** button.

Click the flag button

Notes: *Student view and permissions shown for each flag.*



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 with permission to view the selected flag and notes included in the **Comment** box.

Select the "Students" pull down button or click to reveal three tabs. (My Students, Tracking, and Attendance.) This will list of all students to whom you are connected in Orange SSuccess.

Additional student filters

The screenshot displays the Orange SUCcess Faculty Guide interface. At the top, there are navigation tabs: Home, Appointments, Students (selected), Services, and Admin. Below these are sub-tabs: My Students, Tracking, and Attendance. The main content area shows a list of students with tracking items. An 'Additional Filters' dialog box is open, allowing users to filter tracking items by status (Active, Resolved, Both), tracking type, item name, created by (Anyone, Me, Role), assigned to (All assigned and unassigned, Unassigned, Me, User, Role), course context, and due date. The dialog box also includes buttons for 'Clear All Filters', 'Never Mind', and 'Submit'.

Next, click the "Tracking" tab or drop down menu. A list of all students associated to you with a tracking item from that term will display. You can filter by tracking item, association, course context, etc. by clicking on the "add filters" button.

The flag summary window allows you to:

1. Edit Flag details
2. Comment on a flag
3. Re-assign (to known advisors)
4. Clear a flag

There are two ways to 'close the loop' (or 'clear flag'),

1. individually or by group:
2. Clearing the Flag Individually (one at a time):

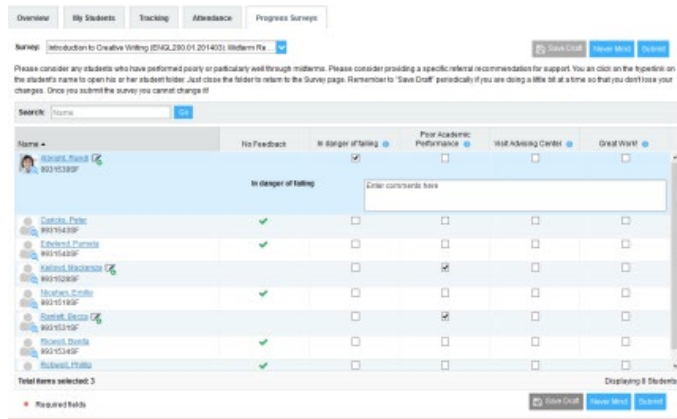
Click on the flag icon next the flag name.

A Flag menu will appear. Click on "Clear Flag."

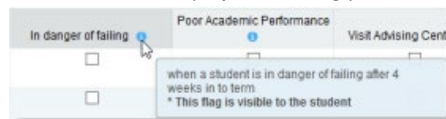
Respond to ESPR/MSPR for Students in your courses



Each individual survey presents a student roster for one course section on whom you can raise flags. Select the progress survey link on your Orange SUCcess Home page to go the **Progress Surveys** tab. (only visible when you have active surveys)

Progress survey



The selected survey opens, listing your students on the left, and items you may raise across the top.



1. Check the box for each desired item/student combination. Click the comments icon () to open a text box to enter notes. Click the information icon () associated with an item to verify whether or not the student can view the flag and related comments.
2. Click the **Submit** button *only* when you are finished providing feedback. The items you selected will be raised on your students when you submit the survey.

Notes: Students will receive notifications from the progress surveys. Once you have submitted the survey you will not have an opportunity to add to or undo the items you raised. Use the **Save Draft** option if you aren't ready to submit your survey.

No labels



For complete results log in with your Syracuse University NetID and password.

Can't find it in Answers? Need additional help? [Request Help](#)

