Early Connect Referral System Tutorial

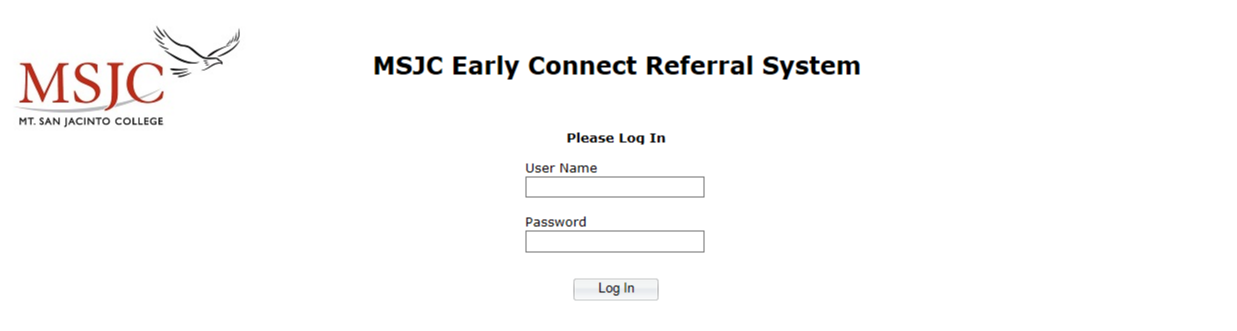
Introduction

The intent of Early Connect Referral System is to provide a quick and simple mechanism for faculty members to identify problems or concerns early in the semester about a student and make appropriate referrals to address those concerns. Early Connect is entirely web-based and can be used multiple time throughout the semester. This handout discusses how to log in and out of the Early Connect Referral System, how to make referrals, and how to view and update the status of referrals.

Logging In to Early Connect

To log in to the Early Connect Referral Form, follow the steps below:

1. Log in to https://eagleintervention.msjc.edu/SARSAlert/Login.aspx. The following screen will be displayed:



2. Click on the User Name field and type in your username.
3. Click on the PASSWORD field and type in your password.

Note: Please use your Canvas login to log into Early Connect.

4. Click on Log In. The MSJC Early Connect Referral System Screen will be displayed.

MSJC Early Connect Referral System

Dear Faculty,

Early Connect is the process used at Mt. San Jacinto College to support students who require additional assistance. By identifying students who may be struggling in your class, your comments, specific feedback, and referrals to support services will greatly increase their retention and successful completion in your course.

To complete the Early Connect process, please do the following:

1. Identify students who are having difficulties in your class by completing the Early Connect Referral Form.

2. Click submit when the Early Connect Referral Form is completed.

How does the process work?

1. After submission, an email is sent to students, letting them know about their academic progress in your class. The email encourages them to take advantage of the (pre-selected) services listed.

2. Additional emails are generated and forwarded to all services areas available to help the student. Each of these areas follows up with the student so a plan of action can take place as the student's next step.

Should you have any questions or need additional assistance with the Early Connect System, please contact Alex Cuatok at acuatok@msjc.edu.

Logout Continue

5. Click on Continue to go to the Early Connect Referral Form. Below is the snapshot of the Early Connect Referral Form.

MSJC
MT. SAN JACINTO COLLEGE

MSJC Early Connect Referral Form

Student Information

Student ID × Student Name Search

Phone Email

Instructor / Course Information

Course Number Instructor

Course Title Section Number

Below is a list of concerns that may be inhibiting the student's success. Please select as many reasons as apply. The student will be notified that you are concerned about their academic performance and they will be contacted by the service areas that best match your concerns.

Academic Feedback

- ☐ Refer Student to Reading/Writing Skills Tutoring
- ☐ Refer Student to Math Tutoring
- ☐ Refer Student to General Tutoring
- ☐ Meet with Instructor
- ☐ Kudos! Great Job!

Services

- ☐ MSJC Early Connect

Referral to Counseling

- ☐ Student may benefit from Counseling Services

Message to Student (REQUIRED)*

Message to Service Area(s)

Reset Print View Submit Logout

Options to Submit the Early Connect Referral Form

Option 1: (Individual Student)

The top section of the form asks for Student Information. You can do a search of a specific student in your course that the alert is being created starting with the Student ID. You can also use Student Name to do a search. The Instructor/Course Information is automatically populated after the student search is completed.

Option 2: (Group of Students)

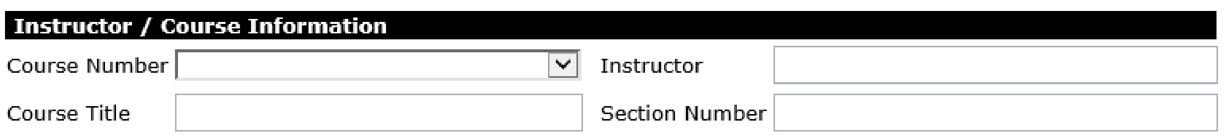
You can also use the Instructor/Course information in which a student (or group of students) is having a problem:

a. Course Number: Use to select the course number in which the student is enrolled that is the subject of the concern.

b. Course Title: Used to display the title of the course.

c. Instructor: Used to display the name of the instructor of the course.

d. Section Number: Used to display the section number of the course.



1. Once the Course Number is selected, a pop-up roster of students appear for the course.

    a. Select the student(s) from the Roster by clicking on the checkbox adjacent to the Student ID.
    b. Once completed, click on OK located on the bottom of the pop-up roster. This action will populate the remaining Student Information fields on the form and close the Student Roster.

    c. It will also populate the Instructor, Course Title, and Section Number fields.

Concerns Section

A paragraph appears providing instructions to the faculty for completing the form. This paragraph is called a “Concern Heading”. The Concern Heading states: “Below is a list of concerns that may be inhibiting the student's success. Please select as many reasons as apply. The student will be notified that you are concerned about their academic performance and they will be contacted by the service areas that best match your concerns."

Academic Feedback

Following the Concern Heading, a list of Academic Feedback is displayed, with specific referrals listed. Under Academic Feedback, a list of options is displayed with checkboxes for use by the instructor. The instructor may choose more than one feedback. All of the feedbacks have been set up to allow programs on campus such as Learning Resource Center and Counseling Center to follow up with students. Below is the list of Academic Feedback:

a. Refer Student to Reading/Writing Skills Tutoring
b. Refer Student to Math Tutoring
c. Refer Student to General Tutoring
d. Meet with Instructor
e. Kudos! Great Job! (This option is used only if you feel student is doing well in your class and to keep up the great work so far.)

Services

Please note that any Academic Feedback option is selected, the MSJC Early Connect is automatically checked. This will inform the Early Connect team to receive your referral form in order to keep track of all referral form submitted as well as following up on students.

Referral to Counseling

Referral to Counseling is used if the instructor feels that a student(s) has additional issues beyond their academic performance. Examples of issues are financial concern, personal concerns, or any concern that is impeding their academic performance.

Message to Student Section

A space is provided for the instructor to write a few statement regarding the student's academic feedback. Please be as succinct and precise of your responses so the appropriate service(s) will be able to help the student.

Message to Service Area

If the instructor feels that a student needs assistance beyond their academic work, please place the concern so Counseling or the MSJC Early Connect team will be able to follow up and help the student appropriately.

At the bottom of the form, the following options are provided:

a. RESET: Use to clear the form without saving any entries.
b. PRINT: Use to print a blank form that may be filled in by hand and given to a staff member to enter if the instructor does not have ready access to a computer.
c. VIEW: Use to review and change the status of the referral for the selected student.

d. SUBMIT: Use to save the completed form, initiate the referral actions, and reset the form for entry of another alert.
e. LOGOUT: Use to exit the system.

Once the MSJC Early Connect Referral Form is submitted. Emails are generated to inform the following groups:

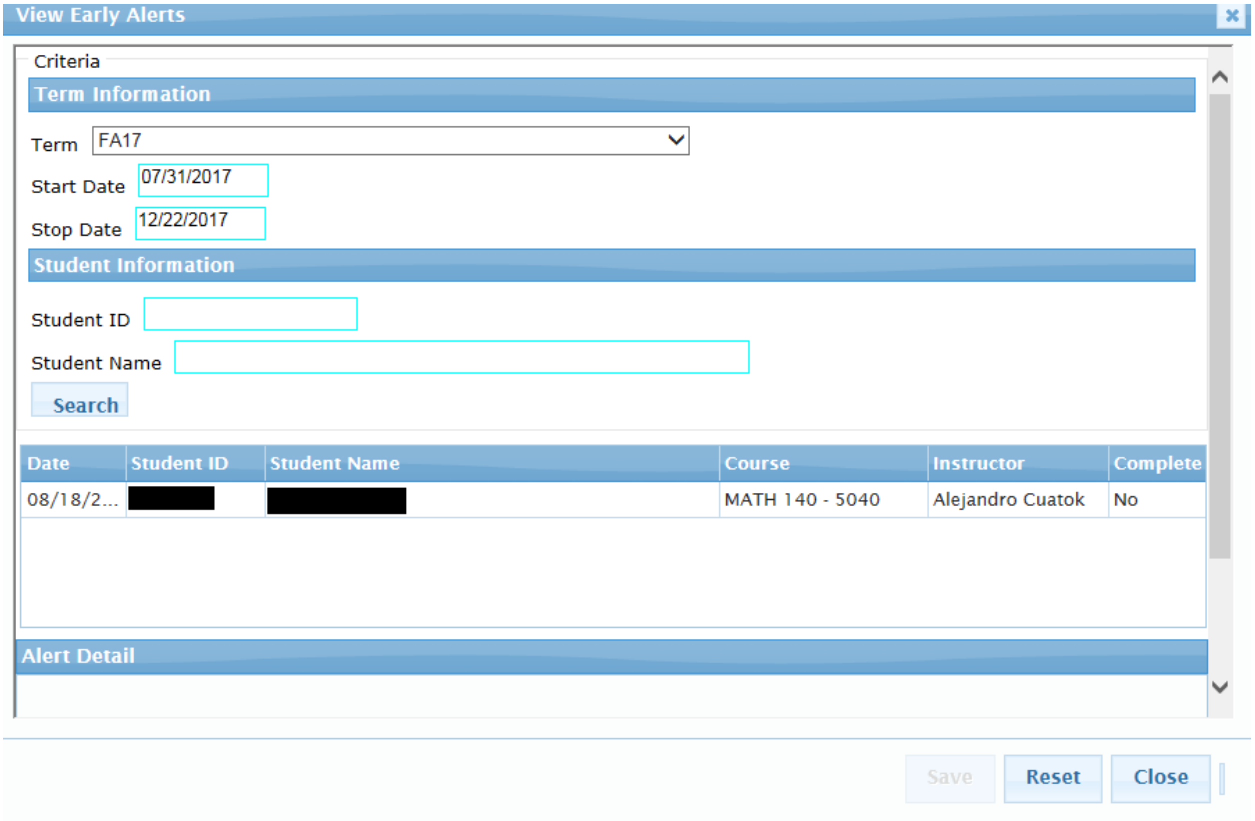
a. The student(s)
b. Faculty
c. MSJC Early Connect team
d. Counseling Center if Refer to Counseling is checked
e. Learning Resource Center if the following boxes are checked:
    a. Refer Student to Reading/Writing Skills Tutoring
    b. Refer Student to Math Tutoring
    c. Refer Student to General Tutoring

Follow-up Contact or Review of Student Status

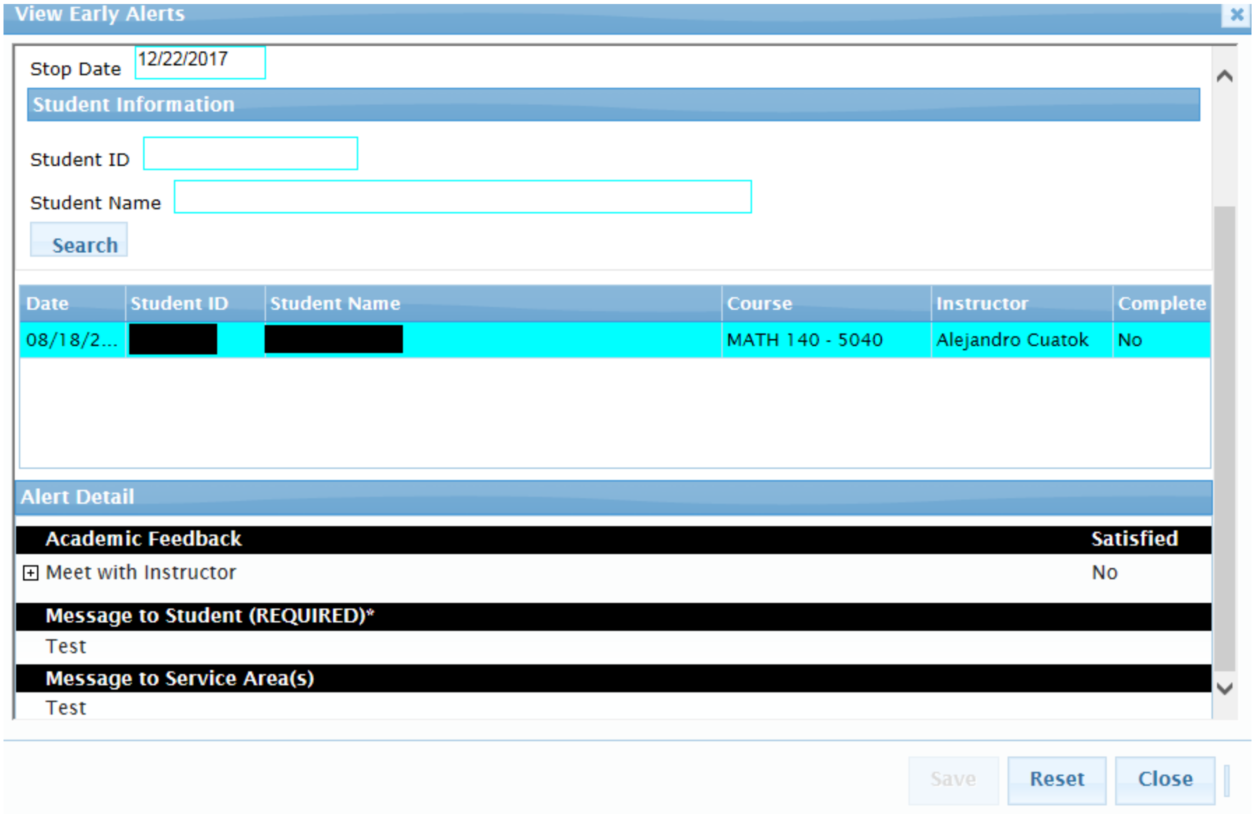
Instructors may wish to periodically review the status of an Early Connect Referral student to see whether the student has followed up on recommended actions. Service providers (Counseling Center and Learning Resource Center) may also use this system to update the system to indicate whether the student has satisfied the referred recommendation.

Instructors can also update the status of the referral form by following the steps below:

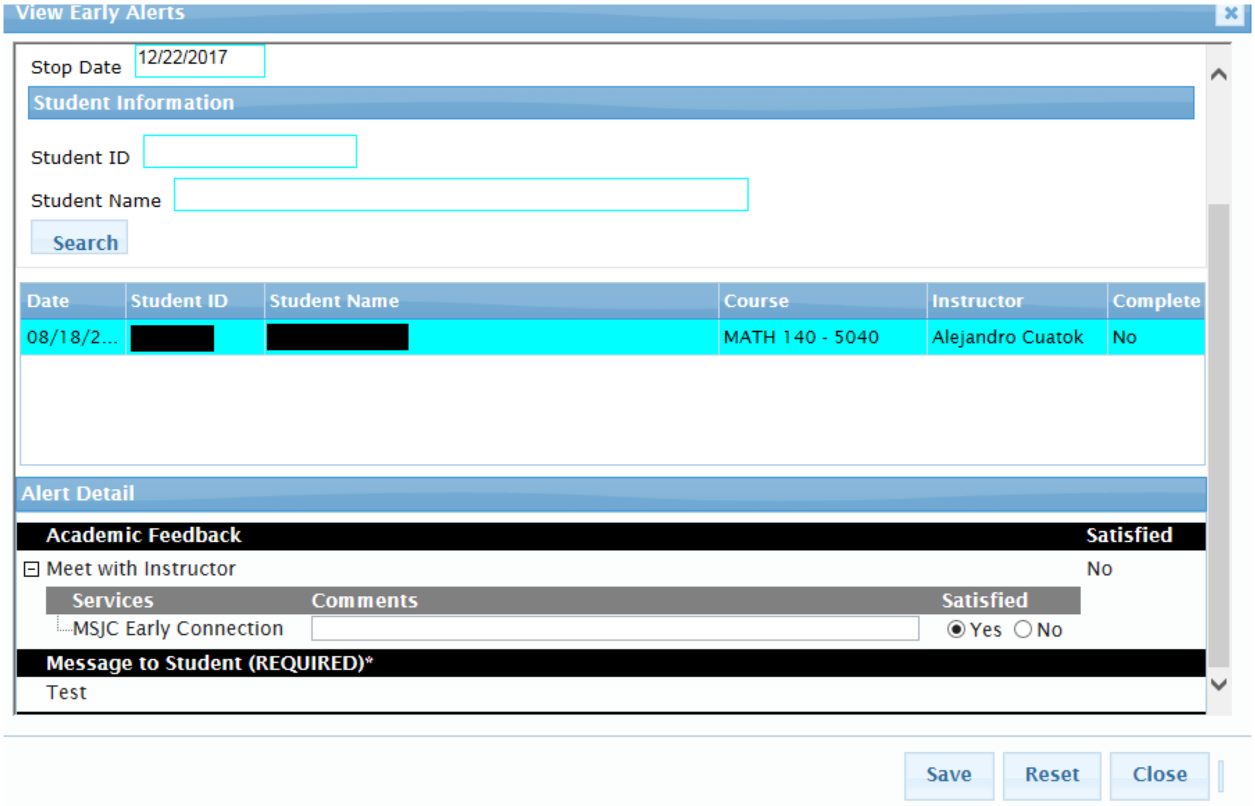
1. From the MSJC Early Connect Form, enter student information (by ID number or by course)
2. Click on View
3. The View Early Alerts pops up (see below)



Click on a particular student to determine status. The farthest right column indicates whether the student has satisfied the concern or followed up with the resource(s) recommended.



If a faculty meets with a student regarding a faculty concern, the faculty can change the completed status from NO to YES. On the Details for the Selected Early Alert, click on the box next to a particular concern (please see below). Instructor can change from No Satisfied to Yes Satisfied.



Click on Save to save the content and Close to close the View Early Alerts.