How to use the Retention SLIPP system ☺



Early Alert Referral System

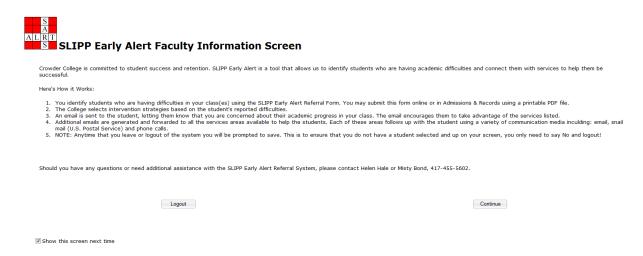


This is a screenshot of the LOGIN screen for http://sars.crowder.edu

Username: FirstnameLastname ... for example: MICKEYMOUSE (the system will automatically capitalize everything for you)

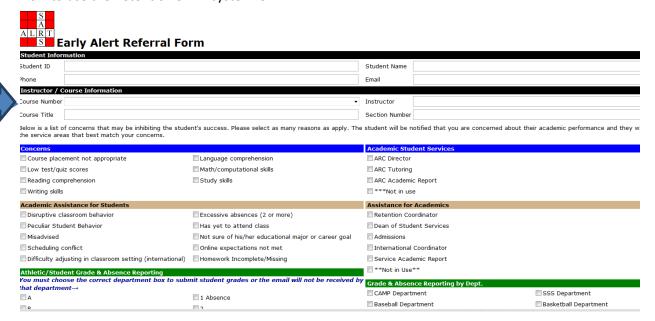
Password: Employee ID number as it is in Jenzabar

any problems with this login, please contact helenhale@crowder.edu 417-455-5624

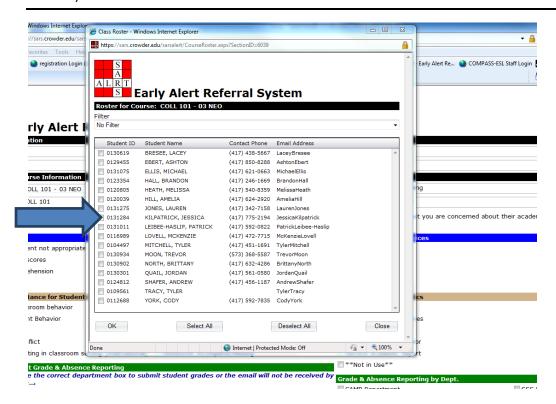


At this screen – hit Continue; and if you never want to see this screen again, see the bottom left hand corner – and uncheck the box where it says "Show this Screen next time"

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It is much easier to find your student (because of formatting the student ID numbers) if you will go to the pulldown menu and search for the course number and section the student is enrolled in; this will populate a roster of your students in that particular class; and then you can select the student in question. (pop ups must be allowed for this website)



Select the student name you wish to report to the SLIPP program, or you may select multiple names at the same time, or your entire roster if you wish to report everyone! Student information will automatically be populated if one person is selected, or the Student ID and phone number will say "Multiple" if multiple names are selected.

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Next, Select any of the Concerns or Academic Assistance boxes that you believe fit the student or student(s).



Feel free to type in a "message to the department" any extra information that will help the SSC Crew in communicating concerns with the students. Once you are satisfied with the information; hit submit and an email will automatically be sent to retentionalert@crowder.edu, a notification will be sent to the student's crowder email; and should also be sent to the faculty email as well.

Please note --- Only faculty members with a current class roster will be allowed to submit students through SARS Early Alert. If you are a faculty member who is currently NOT teaching but would like to submit a name for concerns; please email those names to retentionalert@crowder.edu; OR if you know a student needing assistance who is NOT in one of your classes, you can email those as well.