How to Access Your Student Group

Although we’ve touched on this topic in other sections, we wanted to show you how to access your students with just a few clicks.

There are two ways to find your students:

1. Through the Dashboard Screen
2. From anywhere in the system using the search tab

OPTION 1: THROUGH THE DASHBOARD SCREEN

A. To view all of the students you are connected to, select the number (the amount of your students) in the risk distribution circle.

B. All of the students assigned to you should be listed. You can sort this information by any of the categories listed across the top. For example, you can sort by clicking on the column labeled Risk. This will sort your students by their “risk indicator”.
OPTION 2: FROM ANYWHERE IN THE SYSTEM THROUGH THE SEARCH TAB

A. Click on the **SEARCH** tab from any screen you are on in the system.

B. Once you are in the search tab, to find your specific student group, select **CUSTOM SEARCH**.

C. Select **GROUPS** from the left navigation bar and search for your group name. Once you have selected your group, click **SEARCH**.
D. Once you have selected the group (or sub-group) of students that you would like to review, you can sort this information by any of the categories listed across the top. For example, you can sort by clicking on the column labeled RISK (boxed in RED below). This will sort your students by their “risk indicator” (risk for leaving the university as determined by their answers to questions and the uploaded data prior to enrollment).

E. Another key way to sort students is by their intent to leave the institution by sorting the INTENT TO LEAVE section (boxed in GREEN above). Students are asked in each survey if they intend to leave NIU which will help identify students who might need additional assistance.

F. Feel free to explore sorting by clicking on any of the topics listed across the top like the LAST ACTIVITY section (boxed in ORANGE above). This section will show you your students by the last date of contact that was made.