

# Connect 2 Complete (C2C): Faculty Guide

Contacting Students, Submitting Interventions,  
Reviewing Enrollment Status, or Submitting an SSP

## GETTING STARTED

My LaGuardia for Faculty & Staff

LaGuardia Community College

FACULTY AND STAFF PORTAL LAGUARDIA HOME PAGE

Welcome Leah Richards!

Quick Links

- CUNYfirst
- Grants Office
- Human Resources
- Web Attendance
- Support Liaison
- Request Support

eTools My Schedule Student Engagement SharePoint Sites Faculty Resources

- Connect with Students Online (C2C)
- Student Scholarship
- Grade Change
- Connect with Students in Person (SEMS)
- Appointment Manager App
- Health Center
- Data Store (Analytics/Reports)
- Student Communications (Hobsons)
- Web Attendance

To access C2C, go to **My LaGuardia** → **Student Engagement** → **Connect with Students Online (C2C)**; this takes you to the Faculty Course Management and Advisement Portal.

My Courses Student Search

Welcome Leah Richards!

No Announcements Made

Courses Assigned to you for Spring 2020

Course	Course Name
ENG101.5561	Composition I
LIB200.1503	L.A. Sem; Hum & T

Through this page, you can access **My Courses**, which you can use to communicate with your students, check their registration status, or submit an intervention..

## TO COMMUNICATE WITH STUDENTS

Click on the course number, and that will take you to the **Course Communication** roster. From there, you can

Course Communication Advisement

No	Student ID	Last Name	First Name	Grade	Course Notes to Students	Course Notes History	Student Referrals	Send Email To Student

Click the students' EMPLID and access their **Student Dashboard**, which lists their LaGuardia \*and\* preferred email addresses and their phone number.



Student Dashboard

EMPLID: 233

Name (First/Last): KAT

Phone: 917

Email Address: KAT

Preferred Email Address: KAT

Plan/Subplan: UN

Major: Und

Degree Map: Clic

Degree Map(All Majors): Clic

Council/Team: Hes

Admit Status: CO

GPA/Total Credits: 2.70

Adv 2.0 Info: (ES)

# C2C Faculty Guide












Email individual students (via the column at the right) or the whole class (via the red link at the bottom of the page, right side).

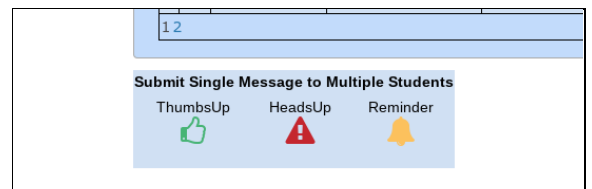


Send a message to students' **MyLaGuardia**

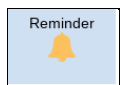
single students' My LaGuardia through the icons in **Course Notes to Students** (the middle column)

Grade	Course Notes to Students	Cour H
	  	
	  	
	  	

multiple students' My LaGuardia via the **Submit Single Message to Multiple Students** icons at the bottom of the page, left side.. Click the checkbox at the far left of the list to select the students whom you wish to message.



"Reminder" is perhaps the most useful of these.



Click the icon and select from the dropdown menu.

"Other" allows you to personalize the message. Just type your brief message in the blank space.

Click "Submit" to post your message!

## ADVISEMENT TAB FEATURES FOR FACULTY

Through **My Courses** → **Advisement**, you can also

- view students' assigned advisors



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Assignments ▾

- Assignments are due.
- Check your email for important announcements.
- Grades are posted.
- It is never too early to think about transfer. Visit the Office of Transfer Services in B-215.
- Make sure to consult your academic calendar for a change in our meeting schedule.
- Study for your upcoming exam.
- Other

Advisement								
First Name	SRVC Ind	Student Success Form	ADV Hold	Enrollment Current Term	Enrollment Next Term	Advisement Notes	Advisor Name	Submit Intervention
[Redacted]		Submit Form		Sess I & II	Sess I & II	Submit Notes	[Redacted] Professional Advisor	Intervention

- check students' **Enrollment** for Session II and the next semester
- submit an **Intervention**

If you click **Intervention** on the far right side of the screen, you'll see the student's contact information and, at the bottom of the screen, a drop-down menu to **Select Reason** and a space for additional information.

Advisement: [Redacted]

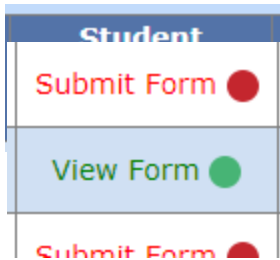
Select Reason: Academic Support

Please Elaborate on the Reason:

Send Cancel

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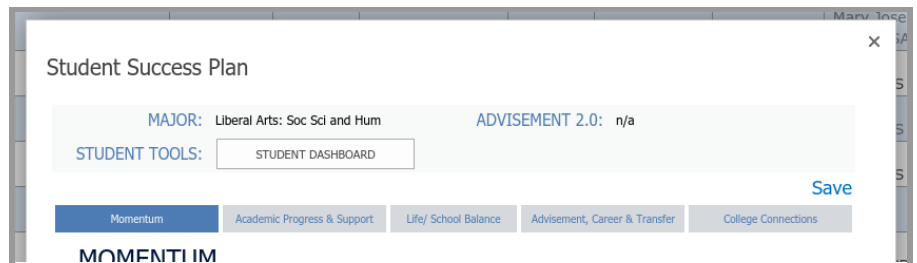
The message will be sent to the student's assigned advisor (in Spring 2020, a professional advisor from Student Advising Services or ASAP/CD). You will receive an e-mail when the advisor has closed your intervention request (that is, reached out to the student and gotten a response). To check the status of your intervention request, select the student's EMPLID (on either **Course Communication** or **Advisement**) to view the **Student Dashboard**. In Student Dashboard, go to the **C2C Tab -> Interventions**. You will see if the intervention is resolved, and by clicking **Actions**, you can see the notes entered by the advisor.



You can also submit (create) or view and add to a student's **Student Success Plan** for any non-course related conversations you might have with a student. You will create or add to a Student Success Form, which you can access from the Advising List.

If it says "View Form," the student has had a Form generated. If It says "Submit Form," you will be creating it. Either way, when you click, it will ask if you want to record the visit in SEMS. You can say YES; it just records the visit. However, if you are just viewing the form, you should say NO. You will still be able to access an existing or blank Form.

The Form is pretty user-friendly.



You can check boxes and write notes on each page (except the Momentum page). Be sure to save. There are "Guiding Questions" at the top of each page that may help you direct the conversation.

The "landing page" is the Momentum page; this is a visual overview of the student's progress..

The next tab is Academic Progress & Support. This is the main tab you'll likely use.

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