

Login to your OnTrack account any time, from any location, using your Pace User ID and Password credentials

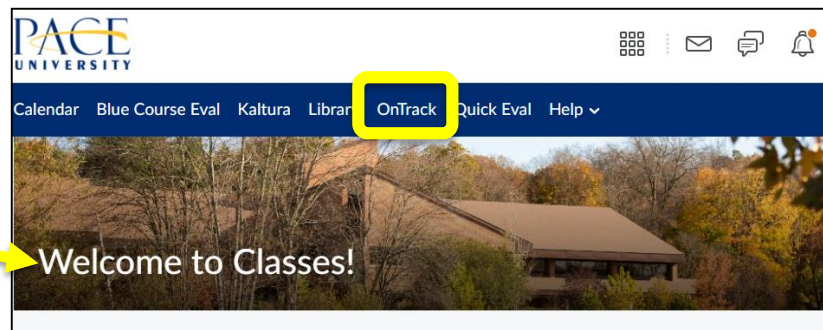
Access the OnTrack login page in your **Classes** account.

or

Through your **MyPace Portal** account in the **Faculty menu** and listed under the **Faculty Resources** menu on the lower right corner.

or

Access the login link through the [OnTrack website](#).



5 Ways to Use OnTrack in Your Role as an Instructor at Pace:

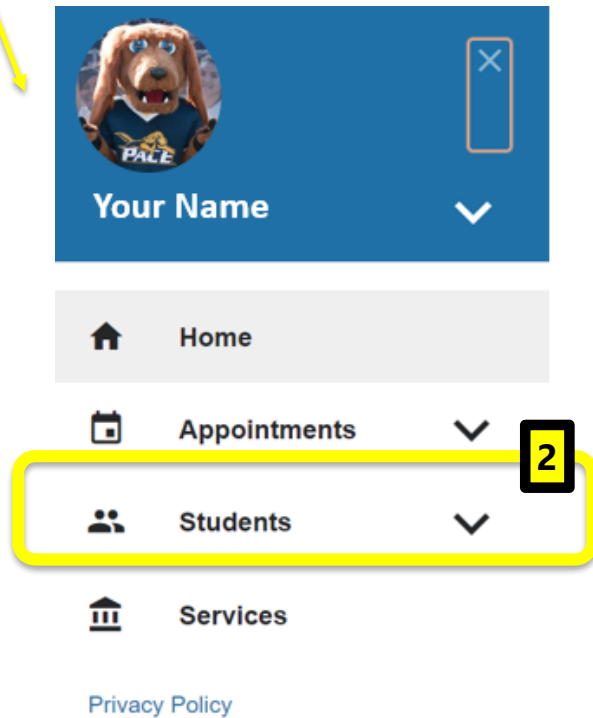
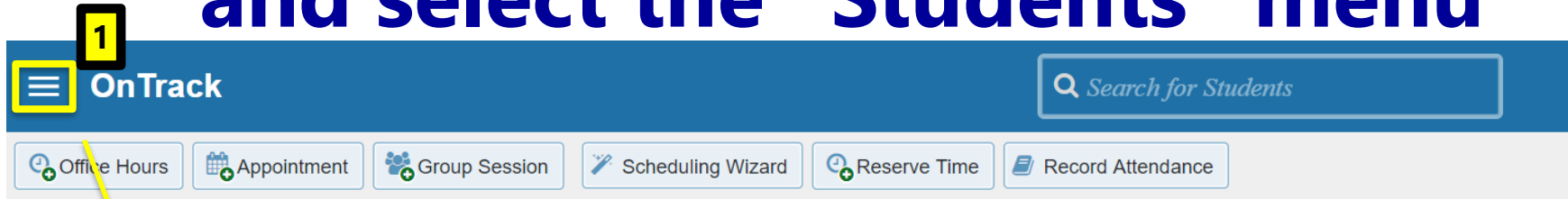
1. Respond to **Academic Progress Report (APR)** requests at the designated points of the semester.
2. Raise **Flags** for students in your course(s) who appear to be struggling; Flags can be raised at **any time of the semester**.
3. Use the **Kudos** feature to recognize a student's good work or improvement; Kudos can be shared at **any time of the semester**.
4. Raise the **Risk of Withdrawing from the University** Flag when a student indicates she/he ***MAY*** be considering transferring or has shared concrete plans to transfer out of Pace.
5. Optional Attendance Tracking and Online Appointment Scheduling features.

Some General Reasons to Raise a Flag for a Student in OnTrack

- **Absences** from scheduled class meetings.
- **Failure to submit homework** or assignments.
- **Poor performance** on quizzes or tests.
- **Lack of participation** or engagement.

Kudos can also be shared through OnTrack to recognize a student's good work and/or improvement.

Access the main menu in OnTrack and select the "Students" menu



1. Click on the "hamburger" menu in the upper left corner (three parallel lines) to display your **OnTrack menu**.
2. Select "**Students**" from the menu.

General navigation in the "Students" menu for Instructors

The screenshot shows the OnTrack interface. At the top left is the 'OnTrack' logo. A search bar on the top right contains the text 'Search for Students'. Below this is a navigation bar with four tabs: '1 MY STUDENTS', '2 TRACKING', '3 ATTENDANCE', and '4 PROGRESS REPORT'. Each tab has a yellow box with a number and an arrow pointing to it. Below the tabs are several buttons: 'Flag', 'Referral', 'To-Do', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. Below these buttons is a search and filter section with a 'Search' field (placeholder: 'Student Name, Username, or ID'), a 'Go' button, a 'Connection' dropdown (selected: 'All My Students'), a 'Term' dropdown (selected: 'Spring 2020'), a 'Cohort' dropdown, and an 'Additional Filters' section with an 'Add Filters' button.

1. My Students: access your **course roster(s) for the semester.**
Remember to select the specific "Term" (e.g., Spring 2020) and then the associated **course title/CRN in the "Connection" box to access your roster.

2. Tracking: access a summary of the **Flags** and **Kudos** you have raised for the students in your course(s) through OnTrack.

3. Attendance: *optional* tool available in OnTrack to record student attendance in your course(s).

4. Progress Report: access and respond to APRs on this tab ***only* during scheduled APR reporting periods.**
A number will appear in parentheses beside "Progress Report" indicating the total number of APRs you are being asked to complete during each of the three formal APR reporting periods.

Access Your Course Roster

The screenshot shows the OnTrack interface with three numbered callouts:

- 1**: A yellow oval highlights the "MY STUDENTS" button in the top navigation bar.
- 2**: A yellow box highlights the "Term" dropdown menu, which is set to "Spring 2020".
- 3**: A yellow oval highlights the "Mindfulness and Cultural Intelligence" course title/CRN in the "Connection" dropdown menu.

1. Use the **"My Students"** menu to access your **course(s) for the semester** and the associated **class roster(s)**.

2. Select the **specific semester** from the **"Term"** menu (e.g., Spring 2020).

3. Select the **course title/CRN** from the **"Connection"** menu to view your **class roster*** and currently enrolled students.

*Student course registration information (Add/Drop and Withdrawals) is updated nightly in OnTrack.

Raise a **Flag** or **Kudos** for an Individual Student at **ANY TIME**

Click on the student's name from your class roster view to open their OnTrack folder and raise Flags/Kudos from within their folder:

The screenshot displays the OnTrack system interface for a student's profile. At the top, a blue header bar contains the student's name and a close button. Below this, a navigation bar includes icons for Flag, To-Do, Kudos, Message, Note, Appointment, and File. The main content area is divided into sections: Student Information (showing campus location), Active Flags, and a sidebar with navigation options like Overview, Info, Success Plans, Courses, Tracking, Meetings, Notes, and Network. Two pop-up windows are shown: 'Raise Flag for Student Name' and 'Create Kudos for Student Name'. Both windows feature a dropdown menu with options like 'Academic Concern', 'Attendance Concern', 'Behavioral Concern', 'Keep Up the Good Work', 'Kudos', and 'Showing Improvement'. Each option includes a brief description and a FERPA disclosure notice. The 'Create Kudos' window also shows a 'Permissions' section and a 'Required fields' indicator.

Raise **Flags** or **Kudos** for Multiple Students at **ANY TIME** from Your Roster

OnTrack

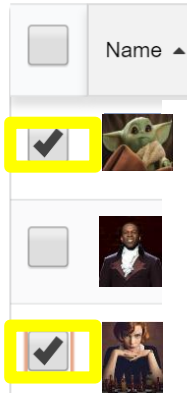
MY STUDENTS

TRACKING

ATTENDANCE

Flag To-Do Kudos Success Plan Message Note Download

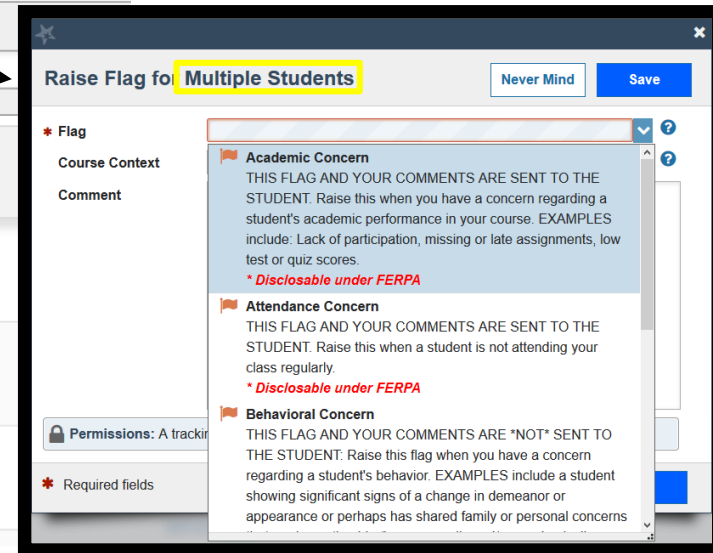
Search Student Name, Username, or ID Go Connection HON 499 21507 Term Spring 2020



1. Select the box beside each student for whom you wish to raise the **SAME Flag**, with the **SAME comments** OR raise the **same Kudos/comments**.

2. Then click the applicable "Flag" or "Kudos" button to select the Flag/Kudos and provide your comments.**

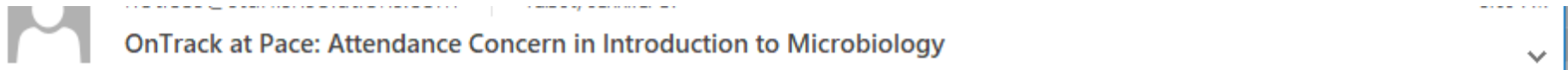
****Remember, ALL students selected will receive the same comments you write.**



What Happens After An Instructor Raises a Flag or Kudos in OnTrack?

- For **Academic** and **Attendance Concerns**, the **student** will receive an e-mail notification of the concern, including any comments the Instructor has provided. The student's **Advisor** will also receive an e-mail notification about the concern and is asked to connect with the **student to provide additional support and guidance**.
- For **Kudos**, the student will receive an e-mail notification of the Kudos, **including any comments the Instructor has shared**.

Sample OnTrack Email Alert to STUDENT for Attendance or Academic Concern:



OnTrack at Pace: Attendance Concern in Introduction to Microbiology

Action Items + Get more apps

Dear Rachel,

An Attendance Concern has been shared for you by Professor Yasmin Gold in Introduction to Microbiology (BIOL101-003-FA2014).

It is very important that you take action to address this concern with your Instructor as soon as possible so that you can connect with the support available to you and work to improve and succeed in this course.

Included below are the comments your Instructor has shared regarding this concern:
Rachel missed 3 classes this month.

Again, please be sure to follow-up and discuss this concern with your Instructor as soon as possible and connect with your First Year Advisor or your Success Advisor (confirm through "My Success Network" in [OnTrack](#)) and campus Support Services if you are in need of additional help or guidance.

Our best wishes to you in your efforts toward academic improvement.

Confirm a Student's Advisor

The screenshot displays the OnTrack system interface for confirming a student's advisor. The interface includes a top navigation bar with buttons for Flag, Referral, To-Do, Kudos, Message, Note, and Appointment. A left sidebar menu has 'Network' highlighted. The main content area features a search bar with 'Name' in the input field, a 'Connection' dropdown menu set to 'Success Advisor', and a 'Term' dropdown menu set to 'Ongoing'. Below the search bar are buttons for 'Select All', 'Deselect All', and 'Email Selected'. The results table shows two rows, each with an advisor's photo, name, and 'Assigned Items: 0'. A right sidebar shows a student's profile picture and contact icons. Yellow callouts with numbers 1, 2, and 3 highlight the 'Network' menu item, the search filters, and the advisor information row respectively.

1. Open the student's folder in OnTrack and select "**Network**" from the side menu.
2. Select "**Ongoing**" from the **Term** drop-down menu (Advisor connections to students in OnTrack are not bound by a specific term, but rather an ongoing connection that can span several terms); then select "**Success Advisor**" OR "**First Year Advisor**" from the **Connection** drop-down menu.
3. The student's Advisor information will display, including the Advisor's Pace email and phone number should you need to contact them.

****If no Advisor information appears in OnTrack, the student's program/school has not assigned an Advisor to the student at this time; please contact the respective Advising area for assistance.**

Some General Tips and Reminders

- **Google Chrome** and **Firefox** web browsers tend to provide the best user experience for OnTrack.
- You can quickly search for one of your students in OnTrack using any of the following criteria:
 - **U#/Student ID**
 - **Last Name**
 - **First Name**
 - **Partial name (a minimum of 3 letters)**
- Student's **PREFERRED NAME** is used and displayed in OnTrack (and in Classes).
- OnTrack is updated on a nightly basis and reflects changes or updates to student records and registrations (i.e., Add/Drop or Withdrawal) as of approximately 10pm the prior night.

Questions?

Please feel free to contact:

Jermain Smith
Director of User Experience
ITS
jsmith@pace.edu

Jennifer Talbot
New Student Experience &
Transitions
jtalbot@pace.edu

Please also visit the Pace [OnTrack website](#) for information and resources!

For General OnTrack Support:

<http://help.pace.edu>

Email: pacehelpdesk@pace.edu

Pace Help Desk: 914.773.3333