

MySuccess

**Sharing information about students' progress across campus and
between campuses**

MySuccess

UH Community Colleges, UH West Oahu and UH Hilo,



Hawai'i



Honolulu



Kapi'olani



Kaua'i



Maui



Windward



West O'ahu



Leeward



Hilo

All students



All students accepted or enrolled at any UHCC, UHWO, or UH Hilo since Fall 2009

Network

Find the student's counselor, advisor, or retention specialist

Across campuses

Available to most MySuccess Users

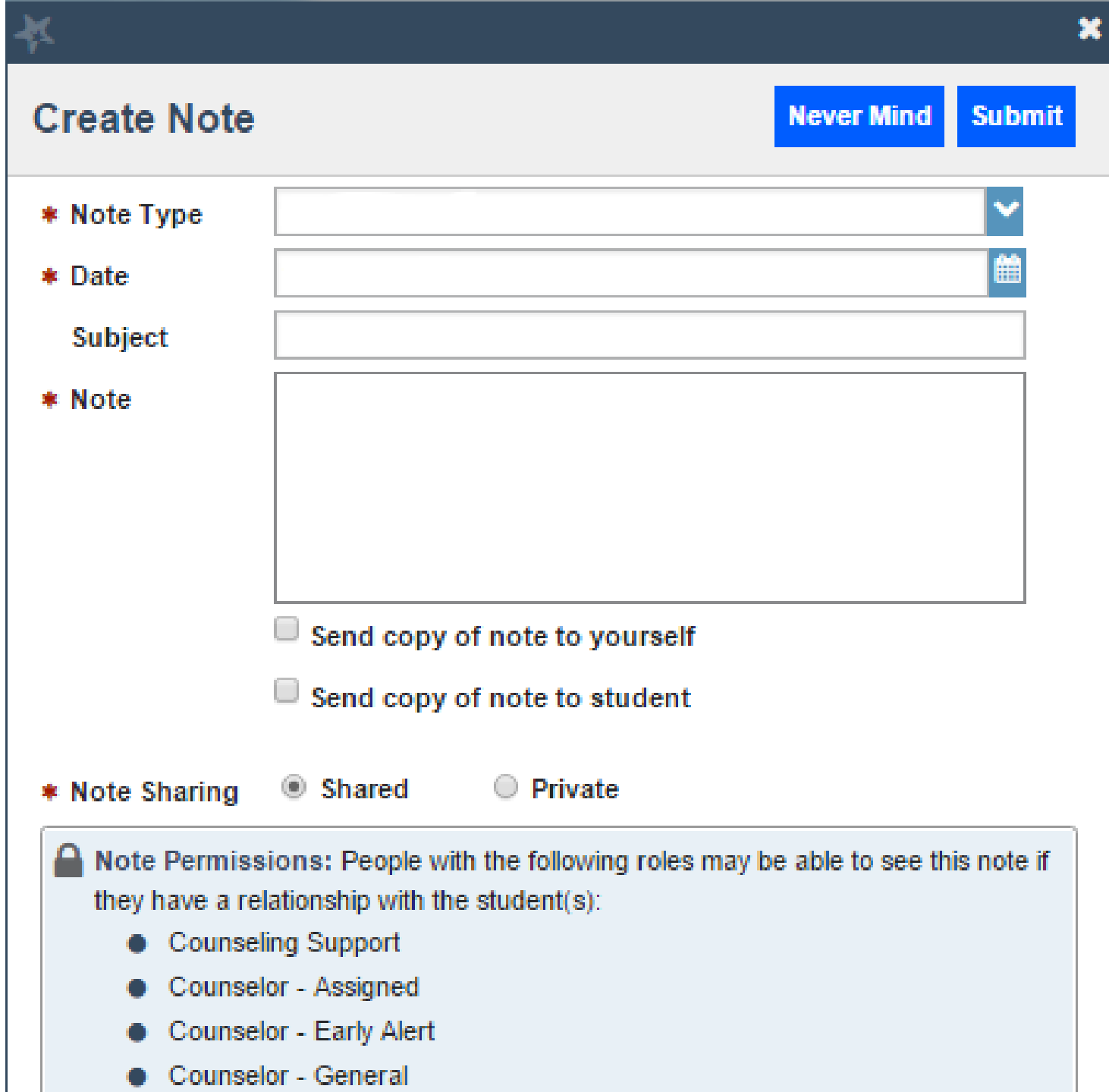
The screenshot displays the MySuccess Network interface. On the left is a navigation sidebar with the following items: Overview, Info, Success Plans, Academic Plans, Courses, Tracking, Meetings, Notes, and Network (highlighted in blue). The main content area features a search bar, a 'Connection' dropdown menu set to 'All', and a 'Term' input field. Below these are three buttons: 'Select All', 'Deselect All', and 'Email Selected'. The main area contains a list of five user profiles, each with a profile picture, name, title, email address, and 'Assigned Items' count.

Name	Title	Email	Assigned Items
Honolulu CC CARE	Honolulu CC: C.A.R.E.	honcare@hawaii.edu	0
Melodee Himuro	Counselor - Assigned	mhimuro@hawaii.edu	0
Greg Kashigi	HonCC: Counselor: Native Hawaiian CTE	okashigi@hawaii.edu	0
Kaleialoha Lum-Ho	HonCC: Counselor: Native Hawaiian STEM	8088957945 lumho@hawaii.edu	0
Faith Saito	HonCC: Counselor: Native Hawaiian CTE	8088459112 fsaito@hawaii.edu	0

Notes

Shared only with designated roles

Not connected to an appointment




The screenshot shows a 'Create Note' form with the following fields and options:

- Note Type:** A dropdown menu.
- Date:** A date picker field.
- Subject:** A text input field.
- Note:** A large text area for the note content.
- Send copy of note to yourself
- Send copy of note to student
- Note Sharing:** Radio buttons for Shared and Private.

Note Permissions: A section with a lock icon and the text: "Note Permissions: People with the following roles may be able to see this note if they have a relationship with the student(s):"

- Counseling Support
- Counselor - Assigned
- Counselor - Early Alert
- Counselor - General


Appointment Comments



Add Appointment

Never Mind Submit

Scheduling Outcomes SpeedNotes


Date  to


Attendance Student missed appointment

Email Send a copy of note to student

Comments

Comments are notes about the appointment, viewable only by you and other people with whom the appointment is shared. These notes can be edited only by you before or after the appointment for record-keeping purposes.

 **Student View:** This appointment and the notes associated with it are disclosable to the student under FERPA.

 **Permissions:** People with the following roles may be able to see this appointment if they have a relationship with the student(s):

Appointment Speednotes

Add Appointment Maui College Academic Advising Never Mind Submit

Scheduling Outcomes SpeedNotes

Check off the topics discussed and activities completed in this meeting.

+Interventions

Intervened on Consider Withdrawing Flag(s) Intervened on No Show Flag(s)

Intervened on Early Alert Flag(s)

Academic Advising

COMPASS Interpretation Discuss Strategies to Improve Course Performance

Change of Major Form Graduation Application

Develop an Educational Plan Review degree and programs

Academic Performance

Academic Challenges Discuss Strategies to Achieve Good Academic Standing

Discuss Implications of Course Withdrawal

Academic Probation

Academic Dismissal Academic Suspension

Academic Probation Academic Warning

Career Planning

Appointment Reminders

sent to students

7am by default

Each student can
tweak the time and
email for reminders

Subject: **Appointment Reminder**

From: my.success@hawaii.edu

Hi,

Here are the appointments you have scheduled for today.

11:00 AM HST: Staff Name, Reason, Location

1:00 PM HST: Staff Name, Reason, Location

This email is a service of Starfish. [Click here](#) to change your notification preferences.

Flags

Late Assignments

Attendance

Concerned

Create Flag Never Mind Save

* Referral

Course Context

* Comment

Aloha,

You have several assignments that are missing or late. Please turn them in as soon as possible. You can contact me via email or Laulima. If you need help with assignments I hope you will email me, meet with me during office hours, and use the tutoring resources available to you on campus.

Sincerely,

Student View: The student can view this item and the notes entered above.

* Required fields Never Mind Save

Flags

Personalized

Exact Issue

Instructor &
Student

Create Flag Never Mind Save

* Referral

Course Context

* Comment

Student View: The student can view this item and the notes entered above.

* Required fields Never Mind Save


Referrals

Tutoring

Job Prep

Mental
Health

Scholars
Programs

 **Create Referral** Never Mind Save

* Referral


Course Context

* Comment

Aloha,

I hope that you will visit the career services on campus to learn about careers for your degree and work you can apply for now including on campus. Career Services is available Monday-Friday 8:00a to 4:00pm. To schedule an appointment, login to MySuccess.hawaii.edu and click on Success Network on the left. Let me know how it goes at career Services.

Sincerely,

 **Student View:** The student can view this item and the notes entered above.


* Required fields Never Mind Save

Referrals

Personalized

Exact Need

Student, Staff, Instructor, Service


 **Create Referral** Never Mind Save

* Referral

Course Context

* Comment

Aloha Marie,
We talked about career services earlier.
I hope that you will visit the career services on campus to learn about careers for your degree and work you can apply for now including on campus. Career Services is available Monday-Friday 8:00a to 4:00pm. To schedule an appointment, login to MySuccess.hawaii.edu and click on Success Network on the left. Let me know how it goes at career Services.
Sincerely,

 **Student View:** The student can view this item and the notes entered above.

* Required fields Never Mind Save

Kudos

Good Job

Showing
Improvement

Outstanding

Create Kudo Never Mind Save

* Referral

Course Context

* Comment

Student View: The student can view this item and the notes entered above.

* Required fields Never Mind Save





Success Plans

Series of Referrals or tasks





Follow-up by different units

Print





Success Plan

-   **Tutoring**  

Go to the Tutoring center in at least twice each week. Schedule an appointment in [MySuccess.hawaii.edu](https://mysuccess.hawaii.edu) Courses tab on the left

-   **Library Research Skills**  

Go to the Library for help with the research Database. Schedule an appointment in [MySuccess.hawaii.edu](https://mysuccess.hawaii.edu) Success Network on the left

-   **Success Workshops**  


Go to the Library Success workshops on Study skills and time management. Check the calendar at library.hawaii.edu/library

Comment on Tracking Item

Student Name

Flag Referral To-Do Kudos Success Plan Message Note Appointment

- Overview
- Info
- Success Plans
- Academic Plans
- Courses
- Tracking**
- Meetings
- Notes
- Network

Item Name	Status	Assigned	Created
 Struggles with Coursework	Active		10/5/2016 by Pepper, P

FLAG MENU

- Clear Flag
- Add Comment
- Edit Flag

Flag: Struggles with Coursework
Raised by: Instructor via Survey on 09-19-2014
Course: Reading and Writing Essentials (WIN.ENG 20 62472-201510)

UHID

username@hawaii.edu

personal.email@gmail.com
808-555-2424

FERPA standards protect student data.


Comment
on
Tracking
Item


Instructor
& other
staff

Student Name [Close]

Flag Referral To-Do Kudos Success Plan Message Note Appointment

Overview
Info
Success Plans
Academic Plans
Courses
Tracking
Meetings
Notes
Network

Item Name	Status	Assigned	Created
 Struggles with Coursework	Active		10/5/2016 by Pepper, P
Comment: Left voicemail for student to to call me back and check out tutoring			10/6/2016 by College, E



UHIP
username@hawaii.edu
personal.email@gmail.com
808-555-2424

FERPA standards protect student data.

S.P.O.C.

Single Point of Contact

With other flags

Student Name

Flag Referral To-Do Kudos Success Plan Message Note Appointment

Overview
Info
Success Plans
Academic Plans
Courses
Tracking
Meetings
Notes
Network

Item Name	Status	Assigned	Created
I'm Concerned about you	Active		10/5/2016 by Pepper, P
Student of Concen - Assignee is S.P.O.C.	Active		10/01/2016 VCSA

UHID
username@hawaii.edu
personal.email@gmail.com
808-555-2424

FERPA standards protect student data.

Accessibility and Testing

Sharing Information

Accessible Testing Referrals

Only Needed
info

The screenshot shows a web application window titled "Create Referral". The window has a dark blue header with a star icon on the left and a close button on the right. Below the header, the title "Create Referral" is displayed on the left, and two blue buttons labeled "Never Mind" and "Save" are on the right. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a red asterisk icon followed by the text "Referral", and two sub-sections: "Course Context" and "Comment". The main panel features a dropdown menu with a downward arrow on the right. The dropdown is open, showing three items, each with a purple arrow icon on the left. The first item is "Maui College: D.S. Distraction Free Testing Environment" with the description "Referral that allows verified students testing accommodations". The second item is "Maui College: D.S. Extended Testing Time" with the description "Referral that allows verified students extended testing accommodations". The third item is "Maui College: D.S. Extended Tutoring" with the description "Referral that allows verified students extended tutoring hours." and is highlighted with a light blue background. Below the dropdown is a light blue warning box with a lock icon and the text "Permissions: A tracking item must be selected to determine the sharing permissions". At the bottom of the window, there is a footer with a red asterisk icon followed by the text "Required fields" on the left, and two blue buttons labeled "Never Mind" and "Save" on the right.

Create Referral Never Mind Save

* Referral

Course Context

Comment

Maui College: D.S. Distraction Free Testing Environment
Referral that allows verified students testing accommodations

Maui College: D.S. Extended Testing Time
Referral that allows verified students extended testing accommodations

Maui College: D.S. Extended Tutoring
Referral that allows verified students extended tutoring hours.

Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields Never Mind Save

Accessible
Testing
Referrals

Testing Center
Sees new
Reasons

Renewed each
semester

Add Appointment Never Mind Submit

Scheduling Outcomes SpeedNotes

* Calendar

With

* People in Active terms All terms

With

* When Start Time to End Time

* Where

* Reason

Course

* Sharing

Community Proctoring

Testing Accommodations

Extended Testing Time

Detailed Description

Enter a detailed description about the appointment. This is viewable by you and the student with whom the appointment is made.

Permissions: Please select a reason to see who else can view this shared appointment.

* Required fields

Laulima Gradebook Tool & MySuccess Attendance

Laulima Gradebook Tool & MySuccess

Courses at the UH Community Colleges, UH Hilo, or UH West Oahu



Hawai'i



Honolulu



Kapi'olani



Kaua'i



Leeward



Maui



Windward



UH Hilo



UH West O'ahu

Laulima Gradebook Tool & MySuccess

- Laulima Gradebook Tool scores, assignment names, due dates, and maximum points possible
- Instructors can to enter information in the Laulima Gradebook Tool
- Instructors can or send information to the Laulima Gradebook Tool from
 - Laulima Assignments Tool
 - Laulima Tasks, Tests & Surveys Tool
 - Laulima Test & Quizzes Tool
 - Laulima Attendance Tool

In MySuccess along side appointments, notes, kudos, referrals, flags, and student information in MySuccess

- In “Student Folder”
- An Individual Student’s Grades
- Staff with a Legitimate Educational Interest

- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
- Note
- Appointment
- File

- Overview
- Info
- Success Plans
- Courses**
- Tracking
- Meetings
- Notes
- Network

Search Term Status Show grades hidden to the student

Composition I [Semester]
DEMO.ENG 100 15023-201710
Instructors: [Demo8 Advisor](#)
Midterm Grade: -

Survey of Mathematics [Semester]
DEMO.MATH 100 15015-201710
Instructors: [Demo7 Instructor](#)
Midterm Grade: - Grade Average: 51/120 (43%)

Grades			
Assignments	Grades	Due Date	Submitt...
Quiz 1	17/20 (85%)	09-11-2016	
Quiz 2	16/20 (80%)	09-25-2016	
Quiz 3	0/0	10-05-2016	
Test 1	0/60 (0%)	10-07-2016	

Attendance
No attendance information has been saved.

Tracking
The student has no tracking items associated with this course

Meetings
The student has no meetings associated with this course

- Flag
- Referral
- To-Do
- Kudos
- Success Plan
- Message
- Note
- Appointment
- File

- Overview
- Info
- Success Plans
- Courses**
- Tracking
- Meetings
- Notes
- Network

Search Term Status Show grades hidden to the student

Composition I [Semester]
DEMO.ENG 100 15023-201710
Instructors: [Demo8 Advisor](#)
Midterm Grade: -

Survey of Mathematics [Semester]
DEMO.MATH 100 15015-201710
Instructors: [Demo7 Instructor](#)
Midterm Grade: - Grade Average: 51/120 (43%) 3 Absences

Grades			
Assignments	Grades	Due Date	Submitt...
Quiz 1	17/20 (85%)	09-11-2016	
Quiz 2	16/20 (80%)	09-25-2016	
Quiz 3	0/0	10-05-2016	
Test 1	0/60 (0%)	10-07-2016	

Attendance

Absent: 8/28, 9/3, 9/5

Tracking

Attendance Flag raised 9/6/16

Meetings

The student has no meetings associated with this course.

Grades be made available to staff with a Legitimate Educational Interest

The Family Educational Rights and Privacy Act (FERPA) makes it clear that school officials with "legitimate educational interests" may be given access to personally identifiable information about students. However the law does not say specifically who those persons are, nor does it stipulate how to determine the limits of a legitimate educational interest, although the U.S. Department of Education could rule, as a matter of law, that a school official did not have "legitimate educational interest" in accessing information contained in education records. Agencies or schools maintaining personally identifiable data about students should have written criteria for determining which school officials have a legitimate educational interest in specific education records because this must be included in the annual notification to parents, as specified in FERPA. Agencies or schools could make broad decisions based on legal requirements and good practices. The intent to follow this practice should be stated in the school's or agency's written policy and must be included in the annual notification of rights under FERPA. The Family Policy Compliance Office has a model notification that contains sample language.

In determining the school officials who might need access to education records, it is more practical to establish broad position criteria than to list exactly who, or what individual positions, qualify. General criteria such as the following might be useful:

Assignments with due date in students' MySuccess

The screenshot displays the MySuccess user interface. At the top, there is a navigation bar with a star icon, a 'Home' button, and a 'Services' button. Below this is a sidebar menu with icons for 'Dashboard', 'Messages', and 'My Success Network'. The main content area features a 'Dashboard' header with a gear icon and a table with columns for 'Day' and 'Date'. A notification box is overlaid on the table, containing a graduation cap icon, the text 'Survey of Mathematics (DEMO.MATH 100 15015-201710)', an exclamation mark icon followed by 'Assignment Due: Quiz 1', and a profile picture icon followed by the link 'Demo7 Instructor'.

The first thing the student sees in MySuccess

MySuccess

**Sharing information about students' progress across campus and
between campuses**