## Job Aid Faculty Instructions for Academic Engagement

#### Step 1.

Log into <u>https://my.ctstate.edu/</u> with your credentials.

## Step 2.

Under Faculty Self Service, select "Enter Grades"



View Class Roster Enter Office Hours Manage Active Assignments Access Faculty Resources

## Step 3.

Select "Midterm Grades."



Click "In Progress" or "Not Started" to access the grade roster.

- In Progress = the instructor has started to enter grades, save the roster, left the page and now returning to continue entering grades.
- Not Started = the instructor has not begun to enter the midterm grades in the grade roster.

## Step 4.

Select the CRN you wish to access.

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# Step 5.

To report student engagement, you will select the drop-down menu next to the student's name in the column titled "Midterm Grade."

The "Last Attended Date" and "Hours Attended" columns are not required to be completed for academic engagement for credit courses. These columns will remain empty.

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## Step 6.

Select one of the notations listed below for every student on your roster:

• H – The student meets the criteria required and engaged in class. You have documentation recording the student's engagement.

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• NP - The student did not engage and is not participating in class activities as listed in the criteria above.

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• Do not leave the grade notation listed as None.

### Step 7.

Once you have completed the worksheet click "Save" and look for the notification, "Save Successful."

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After you click save, go to the top of the page, select a new course, repeat the same steps to record academic engagement.