

RU-N4Success

Using Success Markers as a guide for student progress in R4S

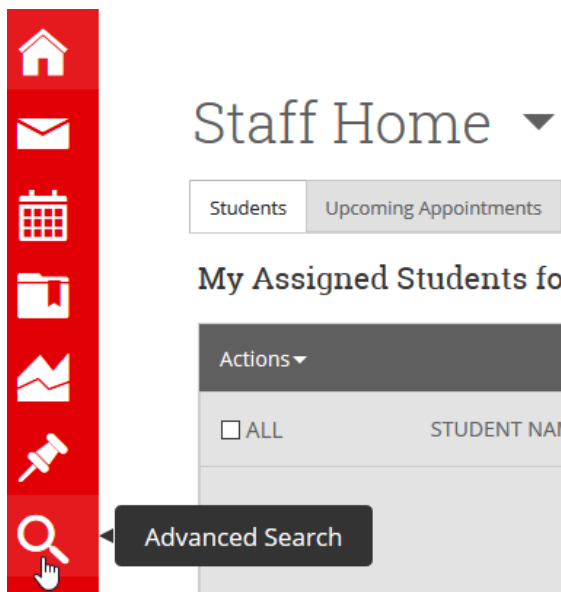
For users with the role of Advisor, Department Chair/Administrator, or other Administrator in R4S

Success Markers in R4S are courses that have been identified by an academic department as key in making progress toward degree progress. They are one or more courses that are required for a major; each Success Marker includes the specified course, the recommended credit range in which students take the course (between 0 and 30 credits, for example), and the recommended minimum grade earned for the course. Most minimum grade recommendations in Success Markers are a grade of C or better (to align with Core course requirements) but some departments have specified a higher grade target for some courses.

What's the benefit of using Success Markers? Searching for students who have missed a Success Marker is a quick way for you to identify students who need to register or re-register for that course.

Search for students using Success Markers by following these steps:

1. Login to R4S: <https://run4success.campus.eab.com> using your Rutgers netID and password.
2. Select Advanced Search from the menu on the left:



RU-N4Success

3. Best practice is to select the desired Enrolled Term, School, and Major:

Enrollment History Enrollment Terms

Enrollment Terms (In Any of these)?

x 2019 Fall +

Area of Study College/School, Degree, Concentration, Major

College/School (In Any of These)?

x Newark College of Arts and Sciences

Major (In Any of these)?

econ

ECONOMICS

All

4. Select the desired Success Marker. Note that there may be multiple variations of a particular course, such as 21:355:102 (seen below) because different majors have chosen different criteria. Choose the instance that corresponds to the criteria set for your major. For a list of which Success Markers have been selected for each major go to the [RUN 4 Success - Staff and Faculty User Guides and Resources](#) site in Blackboard (under 'Organizations').

Success Indicators Predicted Support Level, Success Markers

Predicted Support Level (In Any of these)?

All

Success Marker (In All of these)?

21:355:102 (complete 1); C; 15-60

21:355:102 (complete 1); C; 30-45

21:355:102 or 21:355:102 (complete 1); C; 15-60

21:355:102 or 21:355:104

21:355:102 or 21:355:104 (complete 1); C; 15-45

21:355:102 or 21:355:104 (complete 1); C; 15-90

21:355:102, 21:640:107, 21:640:109, 21:355:104

21:355:102, 21:640:107, 21:640:109, 21:355:104

Search My Students Only Include Inactive

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RU-N4Success

5. Select the Success Marker Status. In the screen shot below the Status is 'Missed' and then the Reason selected is 'Did Not Register'.

The screenshot shows a search interface for 'Success Indicators'. The title is 'Success Indicators Predicted Support Level, Success Markers'. There are two main input areas: 'Predicted Support Level (In Any of these)?' with a text box containing 'All', and 'Success Marker (In All of these)?' with a text box containing '21:355:102 (complete 1); C; 15-60'. Below these are three dropdown menus: 'Success Marker Status?' set to 'Missed', and 'Missed Success Marker Reason?' which is open, showing options 'Any', 'Did Not Register' (highlighted), and 'Needs Attention'. At the bottom left is a blue 'Search' button, and to its right are two checkboxes: 'My Students Only' and 'Include Inactive'.

6. Hit 'Search'.
 - a. The list of students that is returned with the Reason 'Did Not Register' are students who have not met that Success Marker course because they have not registered for it yet.
 - b. The list of students that is returned with the Reason 'Needs Attention' are students who have not met that Success Marker course, either because they have not yet taken the course, or because they missed it – they took it later than recommended (after the recommended maximum credits) or they earned a grade lower than recommended. In some cases these students will need to repeat the course (if they earned a non-passing grade*) but in some instances they may not need to repeat the course.
 - c. Transfer students who have transferred the course from another institution should not appear on these lists; if they do please contact your school's advising office.

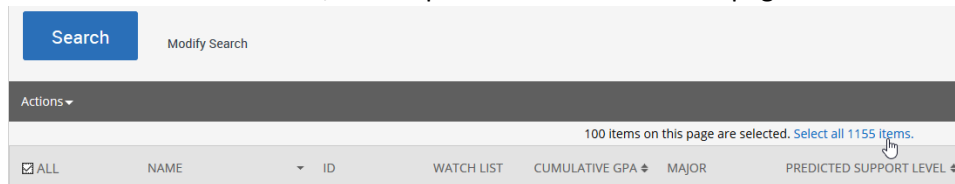
RU-N4Success

*You can add a filter in Advanced Search to find students who 'Need Attention' for a Success Marker because they have earned a grade of D or F:

Course Data <small>Course, Section, Status</small>	
From Term 2016 Fall	To Term 2020 Spring
Course? 21-640-119 APPLIED CALCULUS	
Section Type? All	
Section? All	
Status Final Grade Received	
Numeric Low Grade	Numeric High Grade
Additional Grades F D	
Assigned To	
Goals & Interests <small>Post Degree Goal, Favorites</small>	
Surveys <small>Questions, Choices</small>	
Success Indicators <small>Predicted Support Level, Success Markers</small>	
Predicted Support Level (In Any of these)? All	Success Marker (In All of these)? 21-640:119, 21:640:135, 21:640:155 (complete 1); C; 0-45
	Success Marker Status? Missed
	Missed Success Marker Reason? Needs Attention

RU-N4Success

7. Send a message to the students by clicking the boxes next to their names and choosing 'Send Message' from the Actions drop-down box.
 - a. The default is 'Send Email'. All students selected will be listed but *all recipients will receive the message as a "bcc" – they will not see anyone else's name or email address.* You can add an attachment if you are sending as an email. You can add your email address in 'Send Additional E-mail Notifications To:' so that you get a copy.
 - i. If there are more than 100 students on your list, when you select "All" you also must select 'Select all XXX items', in blue print in the middle of the page:

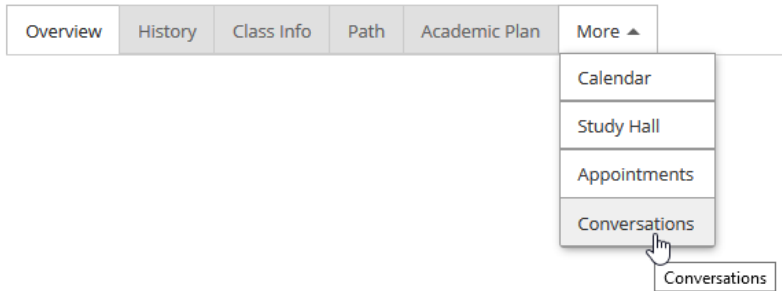


- b. The alternative is 'Send Text' which **should be used on a limited basis. Not all students have a cell phone number entered in the system** and there is no report that will tell you who received a text and who did not. You need to identify who is sending the text because it will come from a generic number. For example, start the text with "From [your name]:" You cannot add an attachment with a text.
 - i. Examples of situations appropriate for texting:
 1. notifying students that a class will be cancelled due to professor illness/absence
 2. a last-minute reminder of a course event or change

RU-N4Success

The benefit of sending messages via R4S is that a record is kept in the sender's profile/account and in the student's account. Users with the role of Advisor, Department Chair/Administrator, or other Administrator can see emails that students have received by going to a student's page, clicking on 'More' and then 'Conversations'.

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For example, you can see the sender, topic, date and time. Clicking on the topic opens the message.

BENSON, MARNE	Required: registration for English Composition 102	01/03/2020 01:45 PM
APPIAH, YAW	EDWARD S, Schedule an Advising appointment	01/02/2020 02:39 PM
PINTO-FIGUEROA, SOFIA	Happy Holidays!	12/24/2019 02:05 PM
APPIAH, YAW	Final Exams and Fall 2019 Semester	12/16/2019 03:42 PM
APPIAH, YAW	EDWARD S, Schedule an Advising appointment	12/10/2019 02:52 PM
BARUA, MELISSA	How to Manage anxiety BEFORE, DURING, AND AFTER EXAMS!	11/26/2019 04:43 PM
APPIAH, YAW	Important Dates at RU-N	11/22/2019 03:13 PM

Questions? Contact us at student.success@newark.rutgers.edu or by emailing Anne Van Der Karr, Executive Director for Student Retention (anne.vdk@rutgers.edu) or Kim Raynor, Data Analyst and Platform Administrator (kim.raynor@rutgers.edu).

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