

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

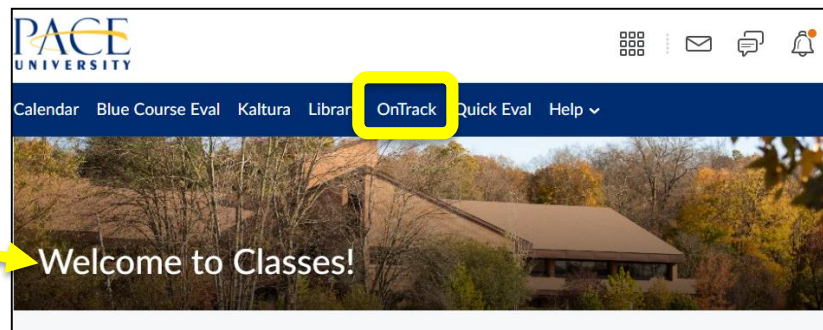
Access the OnTrack login page in your **Classes** account.

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:

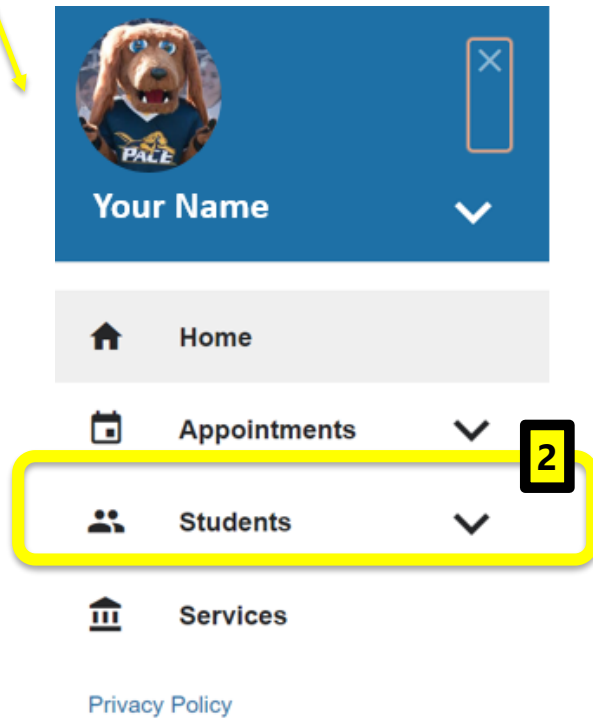
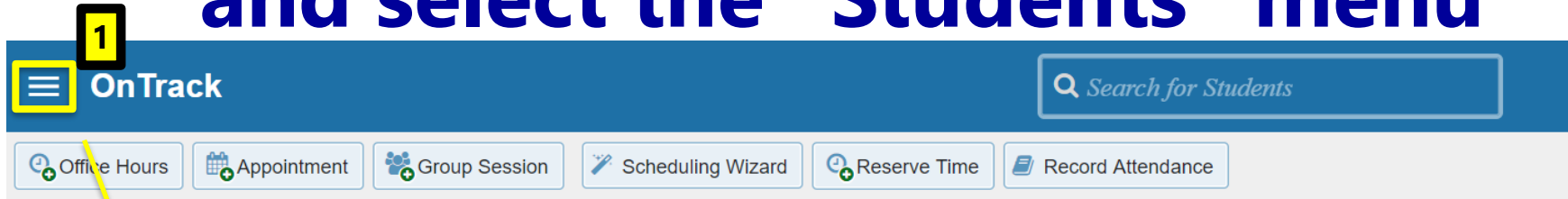
1. Respond to **Academic Progress Report (APR)** requests at the designated points of the semester.
2. Raise **Flags** for students in your course(s) who appear to be struggling; Flags can be raised at **any time of the semester**.
3. Use the **Kudos** feature to recognize a student's good work or improvement; 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 interface for a student's profile. The top navigation bar includes buttons for 'Flag', 'To-Do', 'Kudos', 'Message', 'Note', 'Appointment', and 'File'. The 'Flag' and 'Kudos' buttons are highlighted in yellow. Below the navigation bar, the 'Student Information' section shows the student's name and campus. The 'Active Flags' section is visible. Two modal windows are open: 'Raise Flag for Student Name' and 'Create Kudos for Student Name'. The 'Raise Flag' window shows a list of flag types: 'Academic Concern', 'Attendance Concern', and 'Behavioral Concern'. The 'Create Kudos' window shows a list of kudos types: 'Keep Up the Good Work', 'Kudos', and 'Showing Improvement'. Both windows include a 'Comment' field and 'Never Mind'/'Save' buttons. A 'Permissions: A tracking' section is also visible at the bottom of the modal windows.

# 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

Name

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.**

Selected: 2

Raise Flag for **Multiple Students** Never Mind Save

\* Flag

Course Context

Comment

Academic Concern  
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this when you have a concern regarding a student's academic performance in your course. EXAMPLES include: Lack of participation, missing or late assignments, low test or quiz scores.  
*\* Disclosable under FERPA*

Attendance Concern  
THIS FLAG AND YOUR COMMENTS ARE SENT TO THE STUDENT. Raise this when a student is not attending your class regularly.  
*\* Disclosable under FERPA*

Behavioral Concern  
THIS FLAG AND YOUR COMMENTS ARE "NOT" SENT TO THE STUDENT. Raise this flag when you have a concern regarding a student's behavior. EXAMPLES include a student showing significant signs of a change in demeanor or appearance or perhaps has shared family or personal concerns

Permissions: A tracking

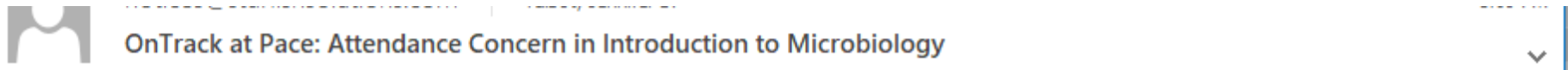
\* Required fields



# 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

1

2

3

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](mailto:jsmith@pace.edu)

**Jennifer Talbot**  
**New Student Experience &**  
**Transitions**  
[jtalbot@pace.edu](mailto: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](mailto:pacehelpdesk@pace.edu)

Pace Help Desk: 914.773.3333