

Instructions for Using the Moving Towards Success Process

1. Go to the SUNY Canton homepage or URL <http://www.canton.edu>
2. Hover over *Quick Links* in the upper right hand corner of the page and click on the UCan Web icon.
3. Click on *Enter Secure Area*. Type in Social Security Number or Generated ID for user ID and your PIN. If you are a new faculty and you don't have a PIN yet, please contact the Registrar's Office.
4. From the Main Menu, click on *Faculty & Advisors*.
5. Click on *Moving Towards Success*.
6. A pull-down list of terms will appear defaulted to current semester. Click Submit.
7. A pull-down list of your classes for the current semester will appear. Select class you wish to process and then click Submit.
8. The roster for the selected class will now appear.
9. To process a student, click on the Process this Student button on the right-hand column corresponding to that student. A popup box will appear.
10. The usage instructions are at the top of the popup page:
 - Indicate number of absences
 - Indicate last date attended (using date format MM/DD/YYYY). If the student never attended/participated in any sessions, type in *NA* instead of a date. **(Required)**
 - Select the appropriate Course Performance Action using the pull-down list **(Required)**
 - Choices include:
 - Attendance Warning
 - Participation Warning
 - Performance Alert
 - Dismissal for Ethical Reasons - (Dismissal due to violation of the academic and/or behavioral standards established in the SUNY Canton Code of Student Conduct. The student will receive a grade of "F".)
 - Failure for Attendance/Participation Reasons - (Failure due to lack of participation/attendance or academic dishonesty. The student will receive a grade of "F" unless they withdraw from the course.)
 - Return to Satisfactory
 - Rescind Dismissal
 - Enter any comments (up to 4000 characters)
 - Click on the Save and Send Notification button to save the notification. Upon hitting this button, an email will automatically be sent to the student and to you.
 - Make sure you receive a copy of the email. This is one way of checking that the email was successfully sent.
 - The popup box will automatically clear out. Click on the Close Window button to close the popup box.
11. When you return to the main screen showing your roster, note that the information you put in has been automatically copied over to the detail line corresponding to that student.
12. Repeat Steps 9 and 10 to process another student.
13. To switch to another class click on the *Switch MTS CRN* link at the bottom of the page. You will then see the pull-down list of your classes to select from.
14. Please take note that the notification email has also undergone changes. The comment is displayed more prominently before the salutation and the wording on the messages has changed.
15. Note that you do not have to submit a Course Performance Action for every student in the class.
16. When you are done, exit UCanWeb by clicking on the Exit link on the upper right corner of the webpage.