



## Tips for Using SAILS

### SAILS-Student Assistance and Intervention for Learning Success

At the 15% point in the semester faculty are **required** to use SAILS to withdraw students. This **absolutely must** be completed to meet financial aid regulations. Faculty will be prompted via email to enter SAILS and document withdrawals for students who have never attended.

Faculty will receive a second survey request at the 60% point in the semester. Faculty are not required to raise flags at this point but they **must** submit this survey even if they have no progress to report. Easy to follow instructions will arrive via e-mail explaining this process.

Throughout the semester, SAILS **may be used** to alert applicable campus personnel of needed student interventions. Faculty are encouraged to use SAILS when they feel intervention by other college personnel is warranted. However, faculty are always encouraged to first reach out to their students via e-mail, phone, or personal interaction.



### SAILS **may be used** to raise a flag:

1. Login to myvhcc
2. Select SAILS
3. Homepage
4. Steps for intervention
  - a. Choose My Students
  - b. Select Connection
  - c. Select course and section
  - d. Toggle students
  - e. Raise flags for concern
  - f. Select a Tracking Item:
    - i. Assignment Concerns
    - ii. Attendance Concerns
    - iii. General Concern

- iv. In Danger of Failing
- v. Low Quiz or Test Scores
- vi. Low Participation
- vii. Never Attended
- g. Add comments if desired – students and applicable campus resources will see these
- h. Submit



### SAILS **may be used** to encourage students.

To add kudos -

1. SAILS Homepage
2. My Students
3. Connection
4. Select course and section
5. Toggle students
6. Add kudos
  - a. Keep up the good work
  - b. Showing improvement
  - c. Well done on specific assignment
7. Add comments if desired
8. Submit



### SAILS **may be used** to record attendance.

To record attendance –

1. SAILS Homepage
2. Record attendance
  - a. Select Connection
  - b. Mark accordingly
  - c. Print and/or save record
  - d. Run reports of accumulated absence is desired by course and section