

CIVITAS INSPIRE FOR FACULTY: QUICK START GUIDE

Video Walkthrough

For a video walkthroughs of **Civitas Inspire**, please follow the links below:

General Navigation



Email and Intervention Library



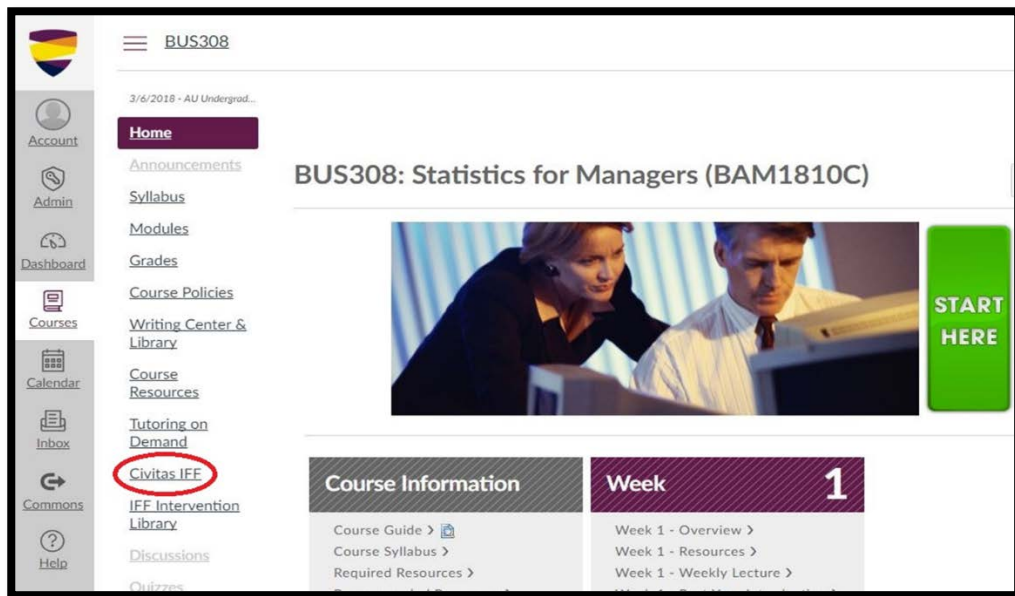
Click on images to view **Screencasts**



Logging in to Civitas Inspire

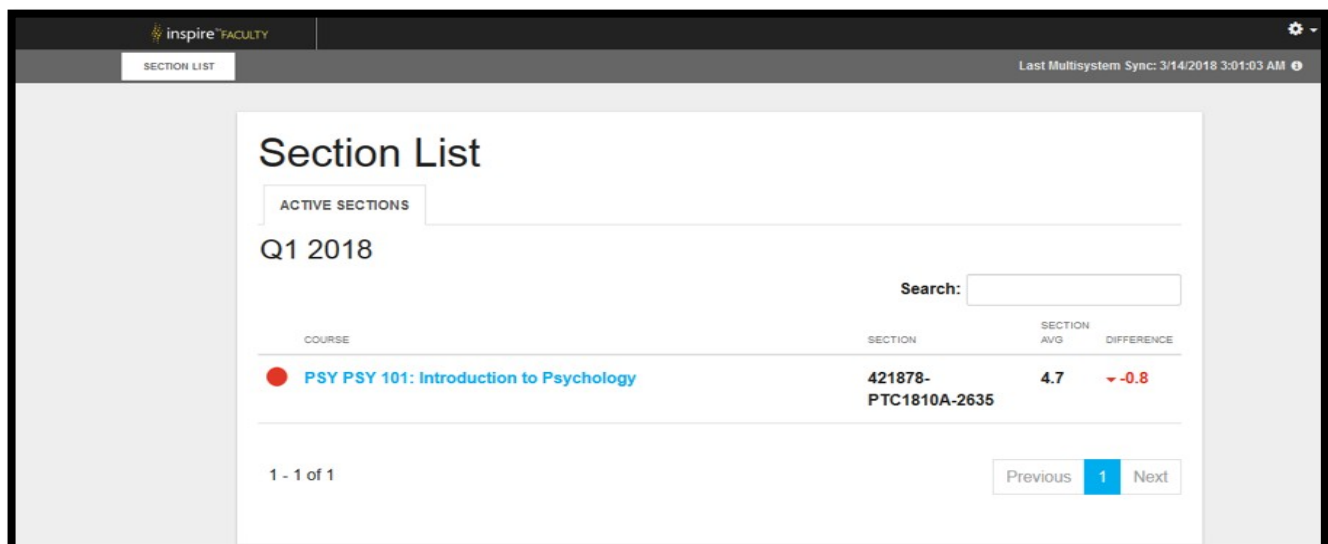
On left hand side in the menu you will see link for:

Civitas IFF - click on link



Searching for Section:

Choose your current section or type in Section number in Search box

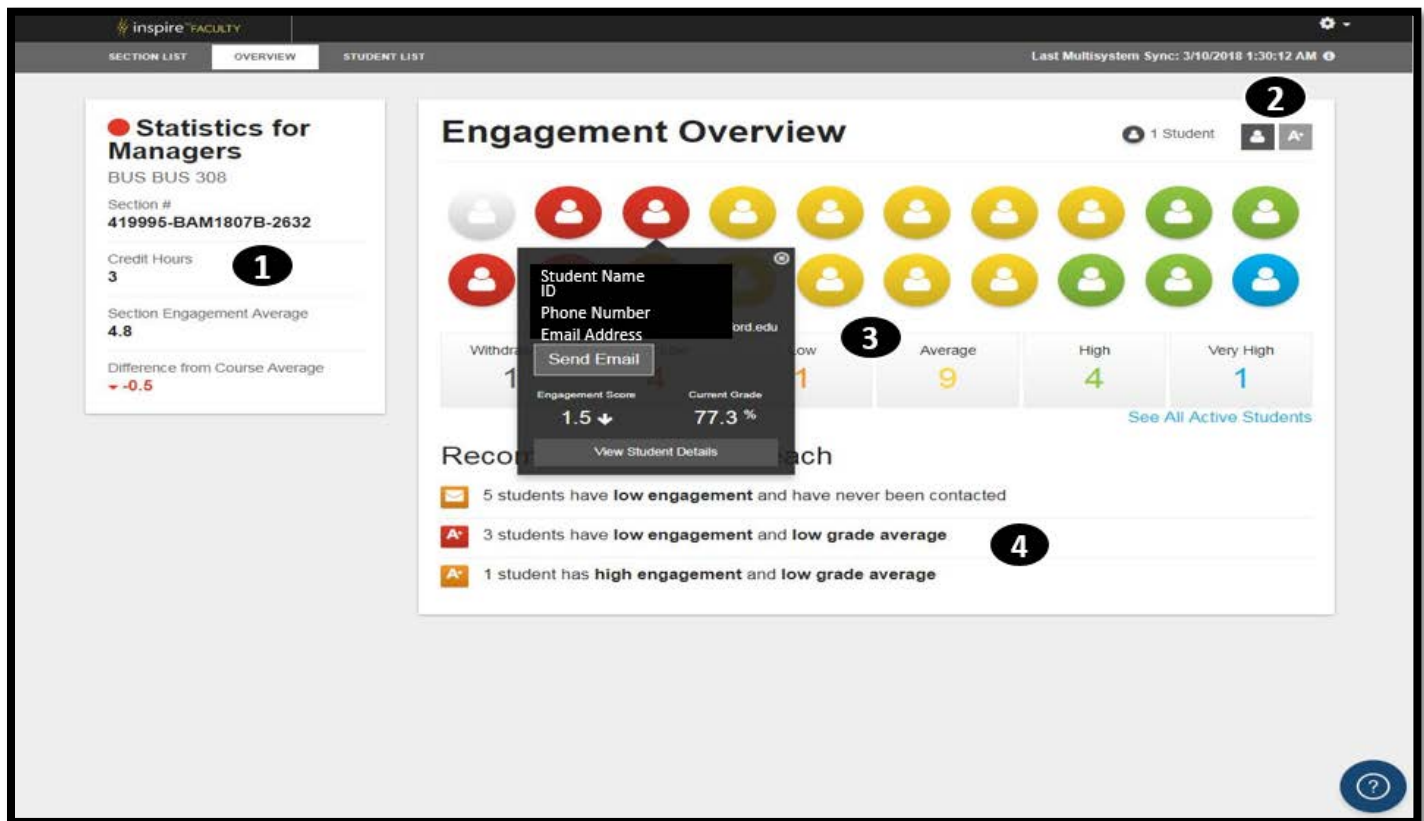




Civitas Landing Page

Engagement Overview / Heat Map

1. **Course Info:** Includes section engagement average and difference from course average.
2. **View by Overview / By Grade:** View engagement by overview or by grade by clicking on icon.
3. **Engagement Overview:** Colored circles contain student contact information and scores. The heat map is ordered by levels of engagement or grade percentages.
4. **Recommended Outreach:** A summary of students as a whole that may need outreach.





Engagement Score / By Group

Click on Student List: **Filter View: Engagement Score**

To filter, **select specific level group(s)** to see results (single or multiple). You can also filter criteria further by clicking on the arrows on top of each column list.

Click on Student List: **Filter View: By Group**

Click "to filter list by group". Select group filter.

The screenshot displays the 'inspire FACULTY' interface. On the left, a sidebar shows 'Statistics for Managers' for 'BUS BUS 308', Section # '382846-BAM1806A-2631', with 3 credit hours and a section engagement average of 5.3. The main area is titled 'Student List'. At the top, there's an 'Engagement Score' filter bar with buttons for 'VERY LOW', 'LOW', 'Not Data', 'HIGH', and 'VERY HIGH'. Below this is a 'Groups' section with a dropdown menu labeled 'Click to filter list by group'. A 'Select Group' modal is open, showing filters for Status (1st Term, Continuing, Retaking Course), Grade (Below 70, 70-79, 80-89, 90-100, Above 100), and Engagement shift in the last 7 days (Above Avg to Below Avg, Avg to Below Avg, Below Avg to Above Avg, Avg to Above Avg). Below the modal, a table lists student data:

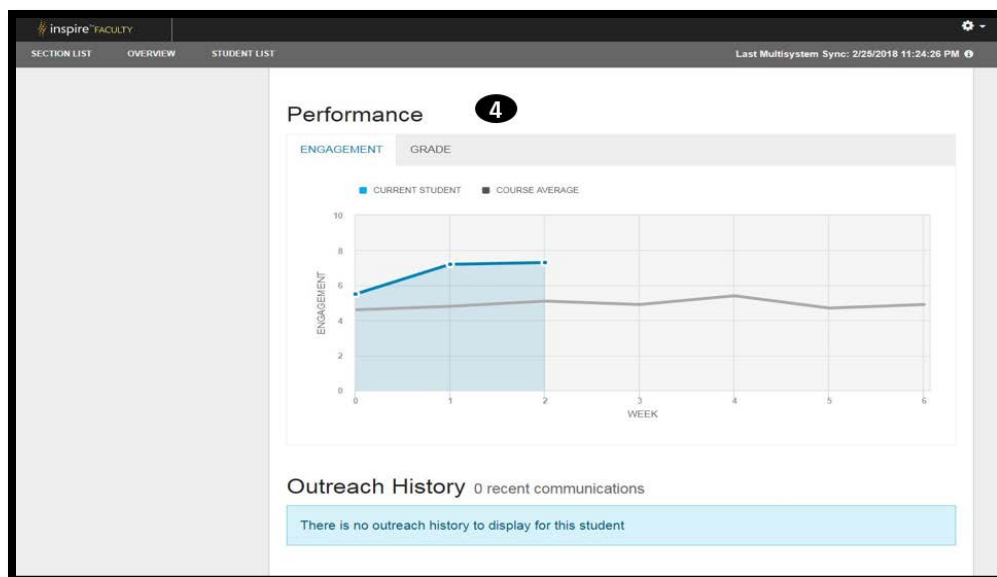
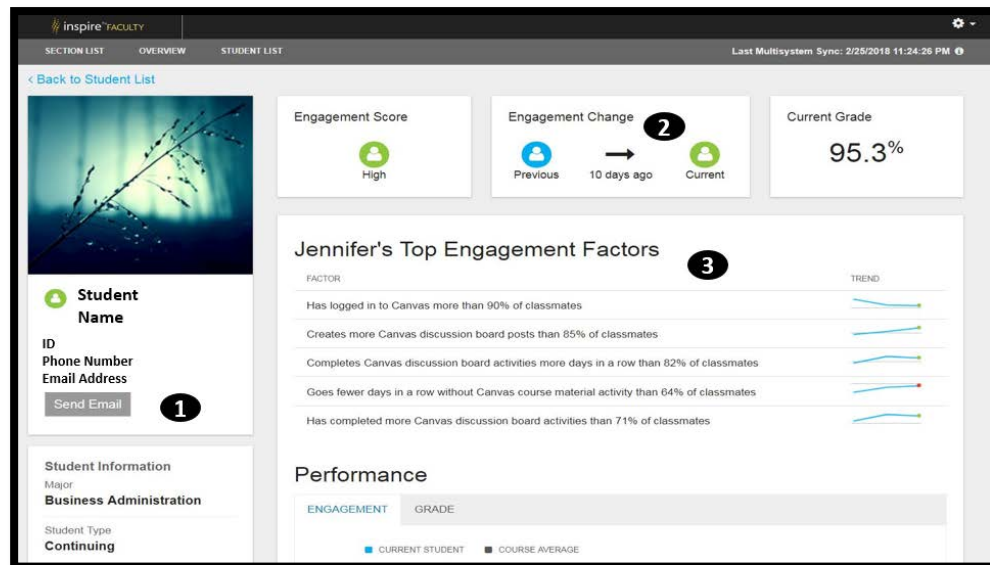
Student Name	Engagement Score	Engagement Icon	Date	Change Arrow	Percentage	Other
Student Name	4.2	Yellow Star	02/22/2018	Up Arrow	82.1%	—
Student Name	9.4	Blue Star	02/18/2018	Up Arrow	78.4%	—
Student Name	8.9	Blue Star	02/19/2018	Up Arrow	96.7%	—
Student Name	7.2	Green Star	02/20/2018	Down Arrow	94.8%	—



Engagement Factors / Performance

Click on Student List and then click on a specific Student's name.

1. **Student Information:** contains student contact information (phone, email, major).
2. **Engagement Score/Change/Current Grade:** how student's engagement score rates
3. **Top Engagement Factors:** shows how student's engagement compares to other classmates in the course (click on each one for more detail).
4. **Performance:** trends and graphs of the student's engagement and grade compared to other classmates in the course.





Emailing Students

One Student: select Student List and click on a specific Student's name. Click on **"Send Email"**

Email Student

To: Student Email Address

Subject: BUS BUS 308:

Email Message

The application will automatically replace {Student Firstname} with the name of the student being contacted

B I U [List] [Link] [Image] [Insert Student First Name]

Dear {Student Firstname},

Attachments: Choose Files No files chosen

☒ Copy Me
☐ CC Student's Assigned Advisor

Cancel Submit

Type the student's first name in the brackets and note that you can cc the student's assigned advisor at the bottom by checking the box.

Multiple Students: select Student List and click boxes of students you wish to email.

Click on **"Email Selected Students"**. Student's names will automatically populate.

Engagement Score

☐ VERY LOW ☐ LOW ☐ AVERAGE ☐ HIGH ☐ VERY HIGH

Groups

Click to filter list by group

☒ Email Selected Students

NAME #	ENGAGEMENT SCORE
Student Name	1.3
Student Name	1.7
☒ Student Name	2.5
☒ Student Name	2.8
☒ Student Name	3.0
☒ Student Name	3.4
☒ Student Name	3.5
☐ Student Name	3.7
☐ Student Name	3.9
☐ Student Name	4.0

Email Student

Each student will receive an individual email and will not see the other students' email addresses.

To: Student Name x Student Name x
Student Name x Student Name x
Student Name x

☒ Include Students Already Contacted In The Last 48 Hours

Subject: BUS BUS 308:

Email Message

The application will automatically replace {Student Firstname} with the name of the student being contacted

B I U [List] [Link] [Image] [Insert Student First Name]

Dear {Student Firstname},

☒ Copy Me
☐ CC Student's Assigned Advisor

Cancel Submit

IFF Intervention Library

On left hand side in the menu you will see link for: **IFF Intervention Library** - click on link

For Tips on Best Practices for Interventions: [Click Here](#)

The screenshot shows the Blackboard interface for the course BUS308: Statistics for Managers (BAM1810C). On the left sidebar, the 'Civitas IFF' link is highlighted with a red circle. The main content area displays the course title and a list of links: Home, Announcements, Syllabus, Modules, Grades, Course Policies, Writing Center & Library, Course Resources, Tutoring on Demand, **Civitas IFF**, IFF Intervention Library, and Discussions. Below the links, there is a section for 'Course Information' and 'Week 1' resources.

The screenshot shows the 'CIVITAS IFF Intervention Template Library' page. The page title is 'CIVITAS IFF Intervention Template Library'. Below the title, there is a paragraph explaining the purpose of the library and a link to launch the library page. The page is divided into two main sections: 'High Engagement, Lower Success' and 'High Engagement, High Success'. The 'High Engagement, Lower Success' section contains a list of intervention templates: Writing Tutor Templates, Subject Tutoring Templates, Library Tutoring Templates, Paper Review Templates, CHAMPS Peer Mentoring Templates, Grammarly Templates, Not Responding to Peers Templates, Suspected Academic Dishonesty Follow Up Template, and Late Assignments Templates. The 'High Engagement, High Success' section is currently empty.

Contact Us:



If you have any questions, please contact the FSDA assigned to your current course or contact us via one of these links:

EMAIL:

CETL@Ashford.edu

Ask CETL

24/7 Faculty Support

CETL Chat

Live Chat Support

A photograph of a group of five people (three men and two women) sitting around a table in a meeting. They are all looking at a document or a laptop screen. The image is slightly blurred and has a warm, professional tone. The text "We Are Here to Help" is overlaid on the bottom half of the image in a large, white, serif font.

We Are Here to Help