

5. Student Profile



What: The Student Profile shows key details about a student. The Overview is the main tab of the profile.

Where: The **Overview tab** is what you see when you open a Student Profile.

Who: Student Profiles give **staff** and **faculty** quick insight into the student's performance and potential needs.

Conditions: In order to view the Overview tab, staff and faculty must have **permission** to view student profiles and to view the Overview tab on the Student Profile. Specific information within the Overview tab, such as the 30-Second Overview, student IDs, and student categories is also permission-based.

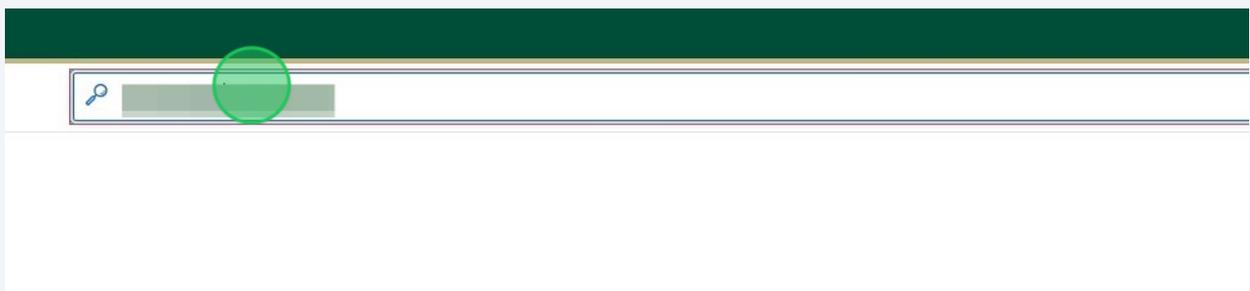
For institutions with **Smart Guidance/Navigate Student**, the Overview tab will also display information supplied by the student via Student Mobile. For institutions that manually import custom attributes for students, you will need to create custom attribute labels and descriptions. To view custom data on a Student Profile, the permission *View Custom Data* in the Student Profile section must be checked.

1

Navigate to <https://csus.campus-training2.eab.com/students/4584827>

2

Click "quick search" and type in student ID or name



3 Feature Overview

The Overview tab is organized into several different sections. If a student's profile has a matched Prospective or Enrolled Student Profile, users will see this banner at the top of the Student Profile:

There is also the **View Options** button to see details. However, what users will see will differ based on whether or not they have the **Merge Users** permission.

The top gray box, also known as the **30-Second Overview**, offers faculty and staff the opportunity to gather a basic understanding or “gut check” on the student’s academic performance to date.

The data includes course performance (number of Ds and Fs, number of repeated courses, and number of withdrawn courses), number of success marker notifications, GPA (GPA type depends on institution configurations), credit performance (number of credits earned, percentage of credits completed vs. attempted), and the student’s Predicted Support Level (calculated by the institution’s predictive model). Note that when you click on a number in the 30-Second Overview, only the first ten examples will appear.

The 30-Second Overview is intended to surface critical details regarding the student’s performance, but the full details related to each datapoint are available in other Student Profile tabs, such as the Success Progress and Class Info tabs.

The screenshot displays the Sacramento State student profile Overview tab. At the top right is the Sacramento State logo with the tagline "Redefine the Possible". The main content area is divided into several sections:

- 30-Second Overview:** A summary of academic performance with four key metrics: Course Grade D/F (0), Repeated Courses (0), Withdrawn Courses (0), and Cumulative GPA (3.19). Below these are Total Credits Earned (101.00) and Credit Completion % at this Institution (100%).
- Overview:** Displays the student's major (Computer Science BS, Bachelor of Science, College of Engr & Comp Sci) and a dropdown for Major History.
- Student Information:** Includes Student ID, Alternate ID, Classification (Senior), Most Recent Enrollment (Spring 2023), and Additional Roles (Administration Advisor, Super_user).
- Categories:** Lists Marketing (MN), On Campus Housing Resident, and Undergraduate Degree.
- Tags:** A section for managing tags.
- Options:** A sidebar menu with actions such as Message Student, Add a Note on this Student, Add a To-Do to this Student, Report on Appointment, Create Request for Appointment, Schedule an Appointment, Add to Student List, Issue an Alert, Edit User Settings, Upload Profile Picture, and Impersonate User.
- Staff Alerts:** A section for staff alerts.
- Active Appt. Campaigns:** Shows the student is not involved in any active campaigns.
- Links:** Provides links to the Student Service Center and CMS Student Services.



Basic information such as the student's IDs, classification year, most recent enrollment, and declared major are also listed on the Overview tab.

The **Categories** section includes a list of all categories associated with the student, depending on the institution's available data. Categories are used to further understand the student's attributes and potential needs, and often includes academic as well as non-academic information. For example, the Overview tab may show that the student participates on an athletics team, has a merit scholarship, is a member of the Drama club, or is an International student.

The **Tags** section includes any information that has been manually tagged to the student's Navigate profile. Note that even if you have the ability to view student tags, you may not have permission to assign or remove tags from a student profile. Tags can help provide additional information about students that is not typically stored in the Student Information System. For example, a tag may indicate that the student attended orientation, or that they have completed their degree plan.

If your institution has Navigate Student, there may be an additional section outlining the student's **Goals & Interests**, based on the information the student has supplied through the mobile application. This section includes items that the student has favorited within the mobile app (majors, fields, resources, subjects, and activities).

The Student Success Team also shows on the right of the Student Profile. Staff members who can view a student profile are always able to see the Student Success Team. The Student Success Team are staff members who have User Types who have been assigned to the student. Staff without a User Type, even if they have been assigned to the student, will not show in the Student Success Team box.