



Dynamic Student Checklist Emulator

September 2016

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About the Dynamic Student Checklist Emulator

The Dynamic Student Checklist Emulator is a tool that advisors can use to look at students' checklist. This user guide documents the steps of accessing a checklist and other helpful information, such as a description of the icons.

Students with a Dynamic Student Checklist

There are two dynamic student checklists:

1. Undergraduate admitted students see the **Next Steps Checklist** from the FlashLine **Checklist** icon. The Next Steps Checklist is available from the time the student is admitted until the first day of the semester.
2. Undergraduate continuing students see the **Get Ready for Semester Checklist** (ex: Get Ready for Fall 2016) from the FlashLine **Checklist** icon. The Get Ready checklist appears four weeks into the semester previous to the noted semester and comes down two weeks into the noted semester.

Graduate students do not have any dynamic student checklists.

Accessing the Emulator

Advisors can access the **Dynamic Student Checklist Emulator** through FlashLine in the **Faculty & Advisors** category, the **Advisor Resources** page, and a link in the **Advising** section.

The screenshot shows the FlashLine interface. On the left is a navigation sidebar with the following items: Welcome, Student, Faculty & Advisors (highlighted with a red box), Advisor Dashboard, Resources (highlighted with a red box), and University Catalog. Under Resources, the Advising link is also highlighted with a red box. The main content area is titled "Advising" and contains a grid of links. The link for "Dynamic Student Checklist Emulator" is highlighted with a red box. Below this link is a description: "A tool that advisors can use to look at students' checklist". Other links in the grid include FlashFAST for Advisors, KSUAdvising, Student Current Term Final Grades View, DKS Scheduler (1 and 2 day), Advising SharePoint, Dismissal SharePoint, Pathfinder - Authorized Users Only, and View Submitted Graduation Application.

Viewing the Emulator

Either the student FlashLine username or the Kent State ID number can be used to retrieve student data and emulate the Dynamic Student Checklist.

The screenshot shows the "Dynamic Checklist Administration" page. The header includes the Kent State University logo and the text "DYNAMIC CHECKLIST ADMINISTRATION". Below the header, it says "Logged in as: Two Test" with a "Logout" button. The main content area is titled "Checklist Emulator" and contains the following text: "Use this interface to emulate what a person is seeing on their checklist. Enter the desired FlashLine user name and click **Emulate Checklist** to display the appropriate items." Below this text is a form with a text input field labeled "FlashLine user name or Kent State ID number:" and a button labeled "Emulate Checklist". The entire form area is highlighted with a red box. To the right of the form, there is a note: "* Please note the items below are exactly what is visible to the owner of the checklist. Some links in the items may point to data for the owner, and hence will not work correctly if clicked on."

The checklist will open in a window on the right side of the screen. A scroll bar to the far right of the checklist allows for navigation to all of the information, and the **More Information** link offers additional assistance by access to **Helpdesk Knowledgebase** documentation.

The screenshot displays the 'Checklist Emulator' interface. On the left, there is a text input field containing 'jsmith12' and an 'Emulate Checklist' button. The main content area on the right features a list of checklist items under various headings. A 'More Information' link is highlighted with a red box. A scroll bar is visible on the right side of the checklist items.

Checklist Emulator

Use this interface to emulate what a person is seeing on their checklist. Enter the desired FlashLine user name and click **Emulate Checklist** to display the appropriate items.

FlashLine user name or Kent State ID number:

* Please note the items below are exactly what is visible to the owner of the checklist. Some links in the items may point to data for the owner, and hence will not work correctly if clicked on.

Welcome to FlashLine, our university community portal. This checklist will help you complete next steps as you gear up for **Excellence in Action** at Kent State.

[More Information](#)

- Take Your Placement Assessments**
 - ⚠️ Take Your Foreign Language Placement Assessment
Complete the Foreign Language placement assessment by **09/15/2016**
Take the [Foreign Language Placement Assessment](#).
- Get Your Financial Aid**
 - ✅ File the 2016-2017 FAFSA
Your FAFSA has been received and is valid.
 - ✅ Decide on Your Loan Offer(s)
Action on your loan has been taken. [View your awards](#).
 - ✅ Satisfy Your Direct Loan Entrance Counseling
Your entrance counseling has been completed.
- Grant Online FERPA Authorization**
 - ✅ To view a listing of the individuals authorized for FERPA release, go to [your existing authorizations](#).
- Renew or Apply for a Housing Contract or Request a Mandatory Housing Policy Exemption Form**
 - ✅ You have successfully completed your housing contract renewal. Beginning in March, during Step 2 of the process you will be able to go online and self-select your room for next year. Once you have selected a room you will be able to view the information at the [Residence Services Application portal](#). If you do not select a room before the renewal period ends, a room will be assigned for you by Residence Services after **04/01/2016**.
- Register for Classes**
 - ✅ Thank you for registering; you are currently enrolled for 15 hours. [Access](#)

Dynamic Student Checklist

The image shows two side-by-side screenshots of a dynamic student checklist interface. The left screenshot, titled "Emulator View", displays a welcome message and a list of tasks with expandable headers. The right screenshot, titled "Student View", shows the same checklist but with the "Get Your Financial Aid" item expanded to show detailed status and deadlines for each sub-task.

| Emulator View | Student View |
|--|---|
| <p>Welcome to FlashLine, our university community portal. This checklist will help you complete next steps as you gear up for Excellence in Action at Kent State.</p> <p>More Information</p> <p>Get Your Financial Aid ▲</p> <ul style="list-style-type: none">✔ File the 2016-2017 FAFSA Your FAFSA has been received and is valid.✔ Accept Your Scholarship Your scholarship has been accepted. View your awards.⚠ Satisfy Your Direct Loan Entrance Counseling Take the Entrance Loan Counseling Questionnaire by 08/01/2016. Visit http://www.studentloans.gov to complete your Direct Loan entrance counseling. <p>Grant Online FERPA Authorization ▲</p> <ul style="list-style-type: none">✔ To view a listing of the individuals authorized for FERPA release, go to your existing authorizations. <p>Register for Classes ▲</p> <ul style="list-style-type: none">✔ Thank you for registering; you are currently enrolled for 13 hours. Access your schedule if you would like to make any adjustments. You can also print your schedule. <p>Pay Your Bill ▲</p> <ul style="list-style-type: none">☐ Make your payment by 08/12/2016. The University offers several payment options through the Bursar's Office. You can make payments directly on your student account. | <p>DYNAMIC STUDENT CHECKLIST OTHER TO-DO'S X</p> <p>Get Your Financial Aid -</p> <ul style="list-style-type: none">✔ File the 2016-2017 FAFSA Your FAFSA has been received and is valid. <i>Deadline: 02/15/16</i>✔ Accept Your Scholarship Your scholarship has been accepted. View your awards. <i>Deadline: 05/01/16</i>⚠ Take the Entrance Loan Counseling Questionnaire by 08/01/2016. Visit http://www.studentloans.gov to complete your Direct Loan entrance counseling. <i>Deadline: 08/01/16</i> <p>✔ Grant Online FERPA Authorization +</p> <p>✔ Register for Classes +</p> <p>🔗 Make your payment by 08/12/2016. +</p> |

Indicators to the right of each Item Header allow the notice to be expanded to show detail or collapsed to show less information.

The **Emulator View** on the left contains identical information to the **Student View** on the right. The lists are student specific, and will only be shown if the information is pertinent to that student. For example:

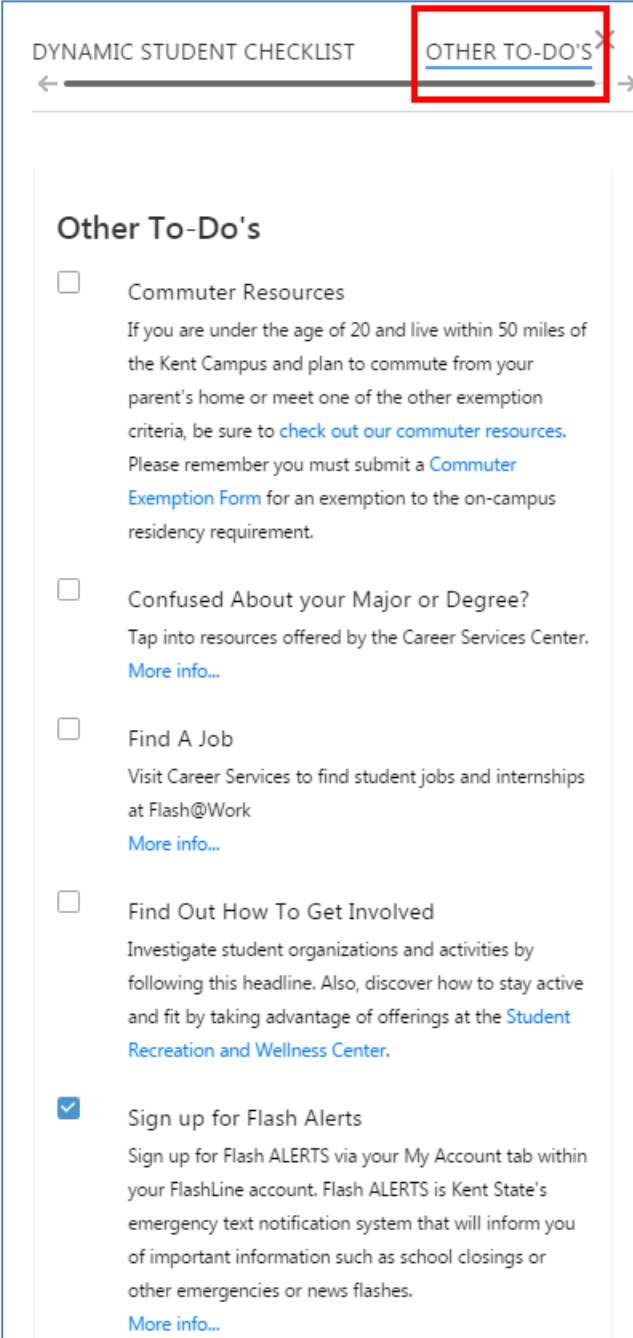
1. Home schooled students will not see the Submit Your Final High School Transcript item.
2. A student not offered any scholarships, will not see the Accept Scholarship item.

Statuses in the checklists are date driven.

Advisors will not be able to click on and view any deep-dive links, such as a link that will take the student into Self Service Banner (SSB), but other external links like the www.fafsa.gov link will work for the advisor.

Static Checklist

Students also have access to a Static Checklist. This is not the same as the Dynamic Checklist. Content in the Static checklist for an admitted student is driven by the campus to which they were admitted. Content for continuing students is driven by the student's preponderant campus. Items in the static checklist may change based on the campus but will not reflect the status of the item for the student.








DYNAMIC STUDENT CHECKLIST **OTHER TO-DO'S**

Other To-Do's

- Commuter Resources**
If you are under the age of 20 and live within 50 miles of the Kent Campus and plan to commute from your parent's home or meet one of the other exemption criteria, be sure to [check out our commuter resources](#). Please remember you must submit a [Commuter Exemption Form](#) for an exemption to the on-campus residency requirement.
- Confused About your Major or Degree?**
Tap into resources offered by the Career Services Center. [More info...](#)
- Find A Job**
Visit Career Services to find student jobs and internships at Flash@Work [More info...](#)
- Find Out How To Get Involved**
Investigate student organizations and activities by following this headline. Also, discover how to stay active and fit by taking advantage of offerings at the [Student Recreation and Wellness Center](#).
- Sign up for Flash Alerts**
Sign up for Flash ALERTS via your My Account tab within your FlashLine account. Flash ALERTS is Kent State's emergency text notification system that will inform you of important information such as school closings or other emergencies or news flashes. [More info...](#)

Icon Descriptions

| <u>Icon</u> | <u>Name</u> | <u>Description</u> |
|---|-------------|--|
|  | Inactive | When the checkbox is grayed out, this indicates that there is no action that needs to take place at this time; however, the item will be active at a later date. |
|  | Active | When the checkbox is empty and black, this indicates that action needs to be taken. The student should follow the instructions in the text. |
|  | Complete | When the checkbox is checked, the required action is complete. See the text for the item to review any information relevant to that action. |
|  | Warning | When the checkbox has been replaced with this symbol, the deadline is approaching. Action should be taken as soon as possible by following the instructions in the text. |
|  | Overdue | When the checkbox has been replaced with this symbol, the deadline has passed. Action should be taken immediately by following the instructions in the text. |

Contacts

| | |
|---|---|
| Kent Campus Undergraduate Admissions Office | Pay Your Enrollment Fee (Admitted) Submit Your Final High School Transcript (Admitted and Continuing) Submit Your Post-Secondary Transcript(s) (Admitted and Continuing) |
| Bursar's Office | Pay Your Bill (Admitted and Continuing) |
| Help Desk | Receive error: " Unable to find the status of the item" |
| Residence Services | Apply for Housing or Request a Commuter Exemption (Admitted) Renew or Apply for a Housing Contract or Request a Mandatory Housing Policy Exemption Form (Continuing) |
| Kent Campus Student Success Center | Take Your Chemistry Placement Assessment (Admitted and Continuing) Take Your Foreign Language Placement Assessment (Admitted and Continuing) Take Your Mathematics Placement Assessment (Admitted and Continuing) English (Admitted) Schedule for Destination Kent State Advising & Registration (Admitted) |

| | |
|--|--|
| Student Financial Aid | All items under Get Your Financial Aid (Admitted and Continuing) |
| Kent Campus Transfer Center | Schedule for Transfer Kent State: Orientation, Advising & Registration (TKS) (Admitted) Submit Your Final College Transcript(s) (Admitted and Continuing) Pay Your Transfer Enrollment Fee (Admitted) |
| University Health Services | Submit Your Immunization Documentation (Admitted and Continuing) |
| Office of University Registrar | Grant Online FERPA Authorization (Admitted and Continuing) Register for Classes (Continuing) Register for Selective Service (Continuing) Submit Your Military Transcript (Admitted and Continuing) Take Your Reading Compass Placement Assessment (Admitted) Take Your Writing Compass Placement Assessment (Admitted) |
| Ashtabula Student Services | Attend Inside Track Orientation (Admitted) Register for Classes at Ashtabula (Admitted) Reading & Study Strategies (Admitted - dependent on the Campus) Get Your FLASHCard Student ID (Admitted - dependent on the Campus) |
| East Liverpool/Salem Student Services | Attend S.T.A.R. Advising & Registration (Admitted) Reading & Study Strategies (Admitted - dependent on the Campus) Get Your FLASHCard Student ID (Admitted - dependent on the Campus) |
| Geauga Campus/ Twinsburg Regional Academic Center Student Services | Schedule for First Step Advising & Registration (Admitted) Audition and take Music Theory Assessment for the Music Department (Admitted) Register for Classes at Stark (Admitted) Get Your FLASHCard Student ID (Admitted - dependent on the Campus) |
| Trumbull Student Services | Attend DKSTAR Advising & Registration (Admitted) Reading & Study Strategies (Admitted - dependent on the Campus) Get Your FLASHCard Student ID (Admitted - dependent on the Campus) |
| Tuscarawas Student Services | Schedule for SOAR Advising & Registration (Admitted) Reading & Study Strategies (Admitted - dependent on the Campus) Register for Classes at Tuscarawas (Admitted) Get Your FLASHCard Student ID (Admitted - dependent on the Campus) |