Retention System Tutorial

General Info

Web Address:
The retention system is now part of the MMCC Portal available at http://www.midmich.edu/portal

General Retention Questions:
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Retention Coordinator
mfarrell@midmich.edu

Group Email Address:
retentionpilot@midmich.edu
Can be used to communicate with the MMCC Winter 2010 retention pilot group

Technical Support:
itg@midmich.edu
How to Log In to the MMCC Portal

Step 1:
Navigate to http://www.midmich.edu/portal or click on the portal link at the top of the MMCC home page.

Step 2:
Log in to the MMCC Portal using your MidWeb username and password.
How to Access the Retention System

**Note:** You will only have to complete these steps once, and the retention alert system will be saved on your personal MMCC Portal page. If you already have the retention alert system on your portal page, you can skip to the next set of instructions.

**Step 1:**
After logging in, click on the **Add Items** link.

**Step 2:**
A small window will appear that will allow you to add the retention alert widget to your portal page.
Click on the **Retention Alert** button to add the system to your portal page. You will only have to complete this step once.

![Retention Alert widget](image)

**Step 3:**
You should now see the retention alert widget at the bottom of one of the three portal columns on your page. *If the list of classes is incorrect or incomplete, please contact itg@midmich.edu and report this error.*

![Retention Alert widget](image)
How to use the MMCC Retention System to send academic alerts

Note: The MMCC Retention System is a work in progress, and may change based on feedback and feature requests.

Step 1:
Click on the class that you wish to manage alerts for

Step 2:
A window will appear with a list of the students who are currently enrolled in your course.
Click on the student's name to manage alerts for that student.

**Step 3:**
To add an alert for a student, click the new alert button.
**Step 4:**
Fill out the form and click **send** once the form is complete.

A message box will appear to confirm that the message was sent to the retention team. Click OK to dismiss the message.
Step 5:
Confirm that the message is sent by clicking on the message. The message system is similar to an email system, and responses from the retention team will appear in this window.