CIVITAS INSPIRE FOR FACULTY: QUICK START GUIDE
For a video walkthroughs of Civitas Inspire, please follow the links below:

General Navigation

Email and Intervention Library

Click on images to view Screencasts
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
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 for Outreach**: A summary of students as a whole that may need outreach.
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.
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"

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.
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
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

We Are Here to Help