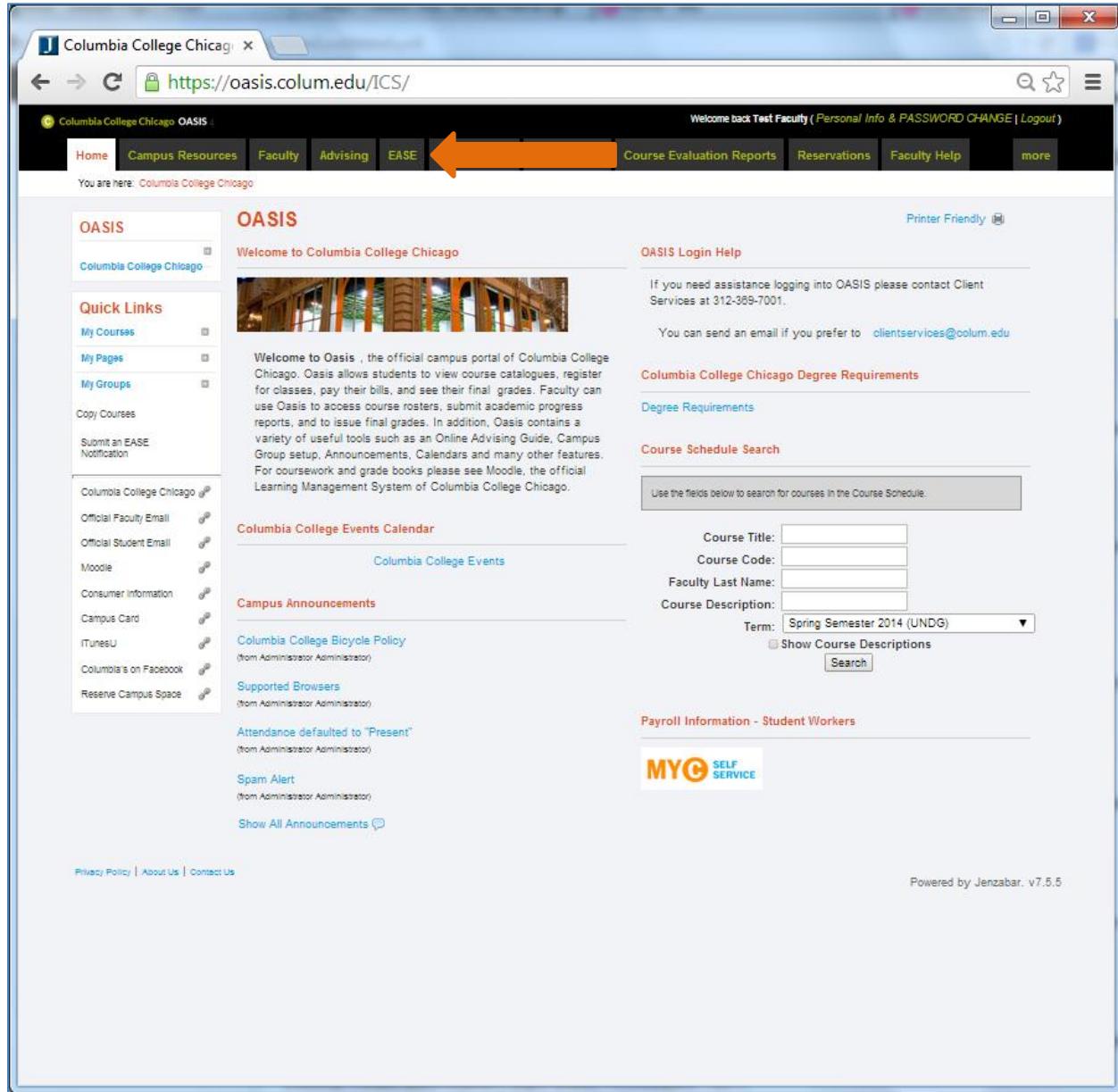


Instructions for submitting an EASE notification.

You can only submit concerns about active students.

(Active students include students enrolled in the current or upcoming term. If you have concerns about students who are not currently enrolled please call or email the EASE team.)

First, you must log in to Oasis. Once logged in click on the "EASE" tab along the top.



The screenshot shows the Columbia College Chicago OASIS homepage. At the top, there is a navigation bar with links for Home, Campus Resources, Faculty, Advising, EASE, Course Evaluation Reports, Reservations, Faculty Help, and more. The EASE link is highlighted with a large orange arrow. Below the navigation bar, there is a sidebar with 'Quick Links' for My Courses, My Pages, My Groups, Copy Courses, Submit an EASE Notification, Columbia College Chicago, Official Faculty Email, Official Student Email, Moodle, Consumer Information, Campus Card, iTunesU, Columbia's on Facebook, and Reserve Campus Space. The main content area features a banner for 'OASIS Welcome to Columbia College Chicago'. It includes a photo of a building, a brief description of what OASIS is, and links for OASIS Login Help, Degree Requirements, Course Schedule Search, and Payroll Information - Student Workers. The Course Schedule Search section has fields for Course Title, Course Code, Faculty Last Name, Course Description, Term (set to Spring Semester 2014 (UNDG)), and a checkbox for Show Course Descriptions. There is also a 'Search' button. A 'MYC SELF SERVICE' logo is visible. At the bottom, there are links for Privacy Policy, About Us, Contact Us, and a note that the site is powered by Jenzabar v7.5.5.

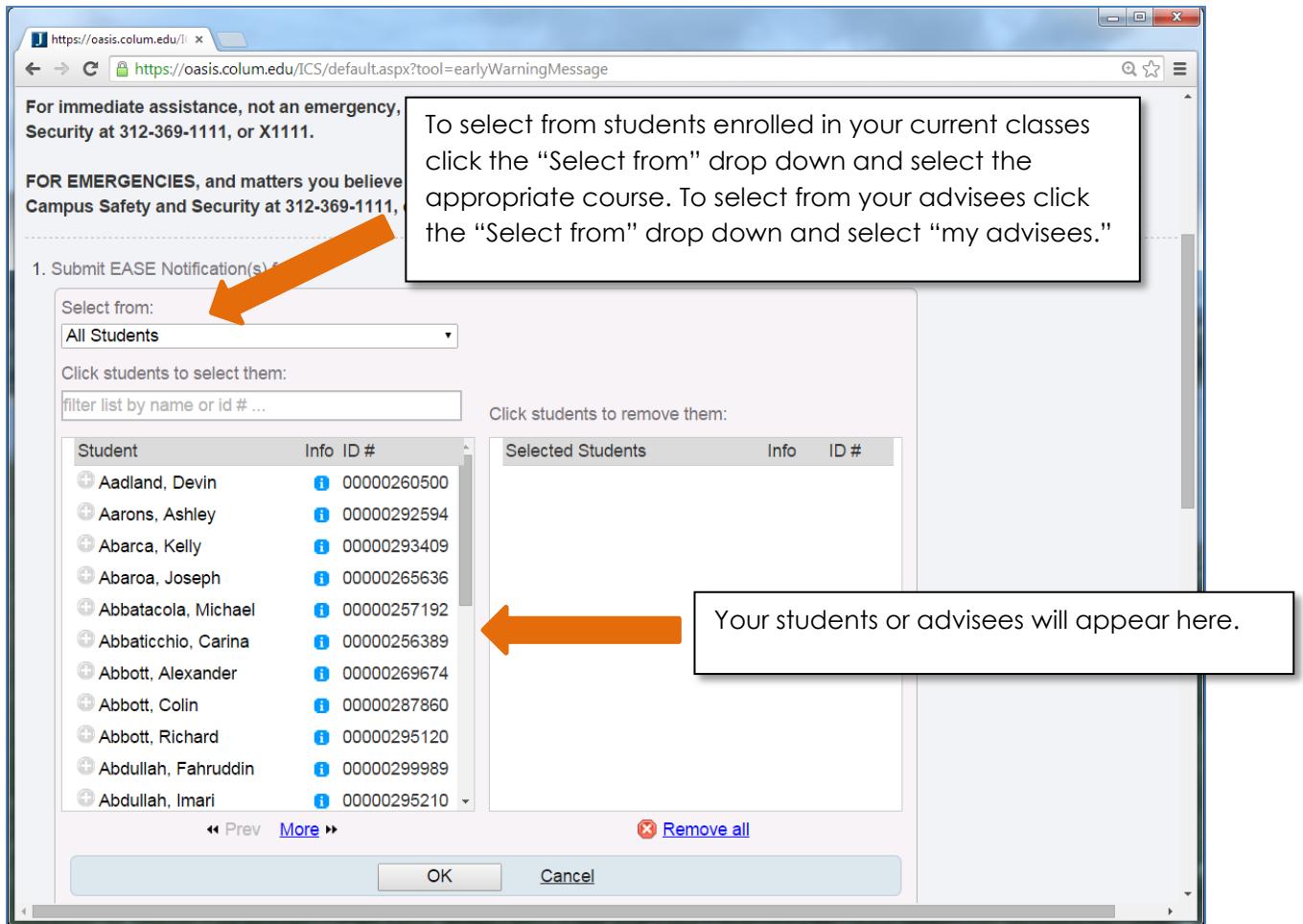
Here you will find the EASE form. Please note: all fields of the form must be filled in before you can submit the notification. If the "Submit EASE Notification" button is not activated please double check the form and fill in any fields that have not been completed.

Begin by clicking the “Select students” button:

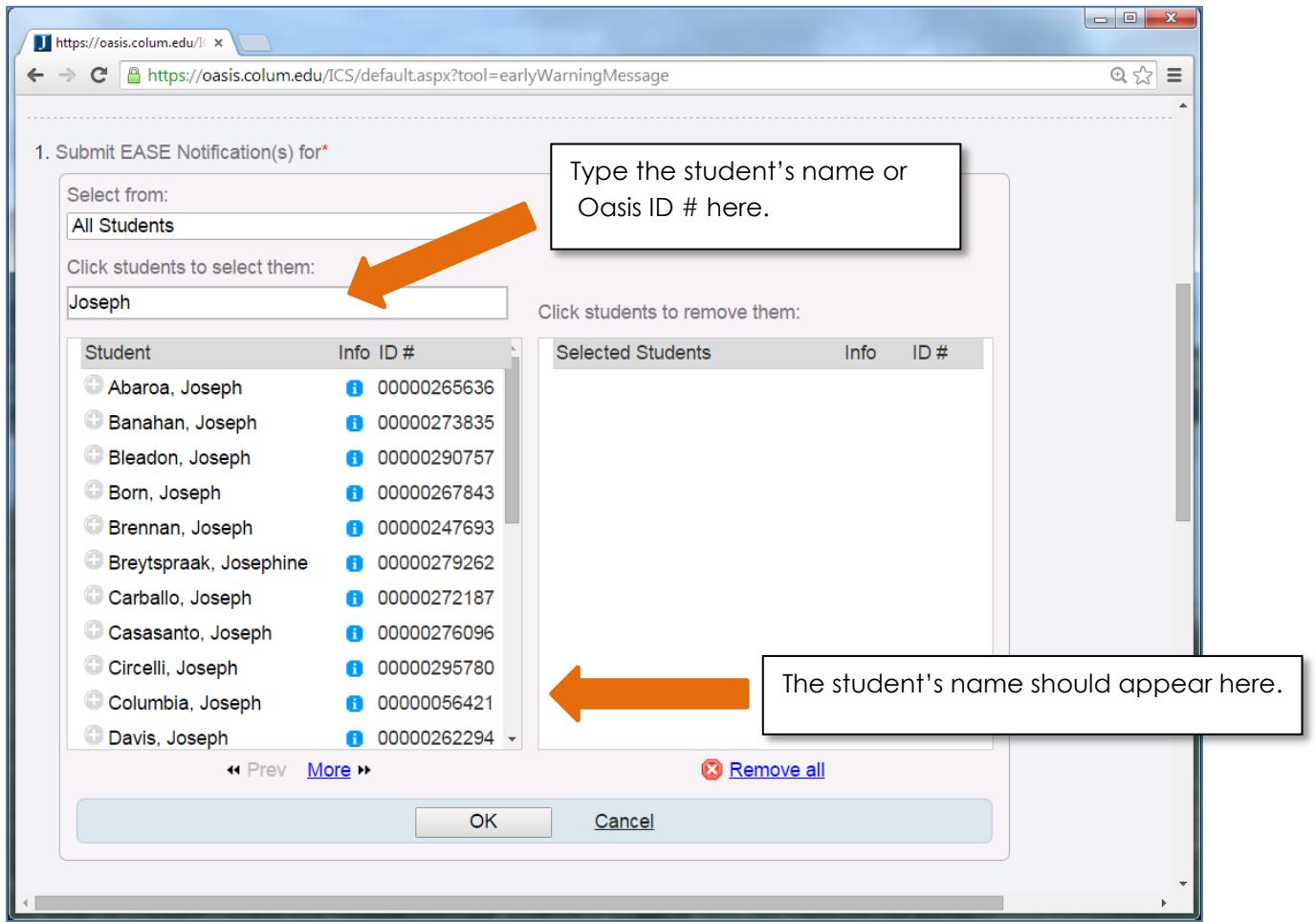
The screenshot shows a web browser window titled "Submit EASE Notification". The page contains several fields for submitting a concern about a student. An orange arrow points to the "Select students" button, which is part of a dropdown menu for selecting student(s). Other visible fields include "Your relationship to the selected student(s)", "Type of concern*", "Severity of this issue*", "Details about this concern" (with a rich text editor), "Have you interacted with the student(s) regarding this concern?", and "required". At the bottom, there are "Submit EASE Notification" and "Cancel" buttons, and a link for contacting the EASE Team.

The “Select Students” field will expand, giving you a few options for finding students. From here, depending on your roles, you can either search for students in your classes, by your advisees, and/or by typing the student's name in the search box.

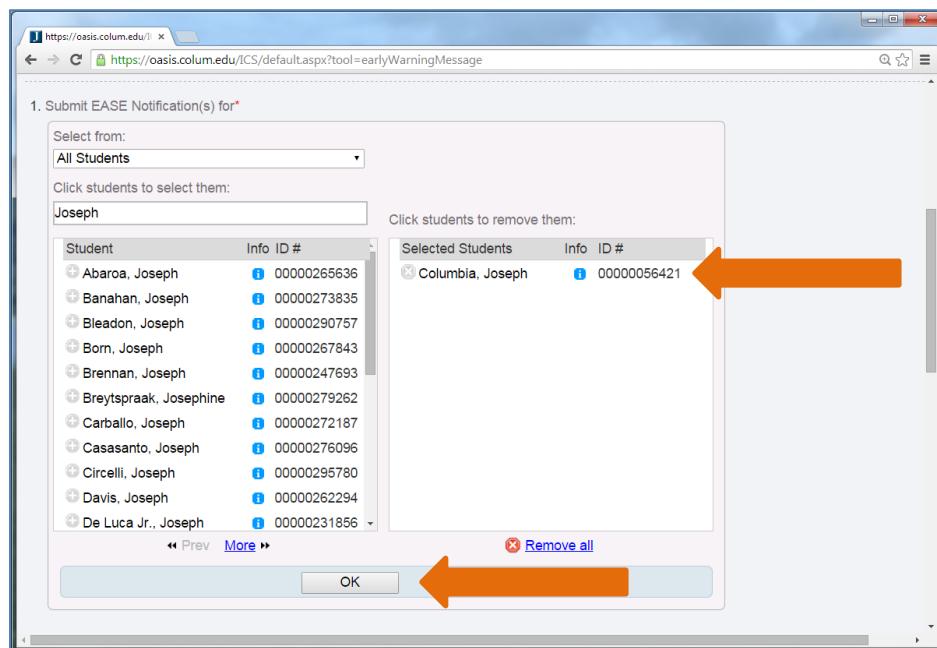
To select from students enrolled in your current classes click the “Select from” drop down and select the appropriate course. To select from your advisees click the “Select from” drop down and select “my advisees.” Your students or advisees names will then populate the left box.



Otherwise, leave "All Students" selected in the drop down and type the student's first name and last name, or Oasis ID # in the search field.



When you see the student(s) you are searching for, click their name once and it will populate the "selected students" field on the right. Once the correct student(s) are selected click "OK."



This will add the student(s) to the form and you should see the correct name(s) in the form.

https://oasis.colum.edu/ICS/RMS/

1. Submit EASE Notification(s) for*

Student	Info	ID #	Course
Joseph Columbia		00000056421	None

[Edit selected student\(s\)](#)

2. Your relationship to the selected student(s)*

3. Type of concern*

4. Severity of this issue*

If you need to make any corrections, click “Edit selected student(s)” and the selection field will again expand. If you need to remove a name, click the name in the “selected students” field on the right and it will remove that name. From there, begin your search again.

https://oasis.colum.edu/ICS/RMS/

1. Submit EASE Notification(s) for*

Select from:

All Students

Click students to select them:

Joseph

Student	Info	ID #
Carballo, Joseph		00000272187
Casasant, Joseph		00000276096
Circelli, Joseph		00000295780
Davis, Joseph		00000262294
De Luca Jr., Joseph		00000231856
Demari, Joseph		00000238023
DiCosola, Joseph		00000262900
Dillon, Joseph		00000287014
Dolmon, Joseph		00000295575
Drzemiecki, Joseph		00000299015
Erwin, Joseph		00000282183

Click students to remove them:

Selected Students	Info	ID #
Columbia, Joseph		00000056421

[Remove all](#)

[OK](#) [Cancel](#)

2. Your relationship to the selected student(s)*

When appropriate, you can submit notifications about multiple students using a single form. If you have the same concern about multiple students (for example: multiple students missed a midterm exam, or several students have been absent for multiple class periods) you can now refer several students in a single form. Just add each student's name to the form in the search field. If you have students with unique situations please submit separate notifications for each student:

Once the appropriate name(s) are added to the form, select the related course number if applicable.

The screenshot shows a web browser window with the URL <https://oasis.colum.edu/ICS/RMS/>. The page title is "1. Submit EASE Notification(s) for*". A table displays student information: Student - Joseph Columbia, Info - 00000056421, ID # - 00000056421, and Course - None. An orange arrow points to the "Course" dropdown menu. Below the table is a link "Edit selected student(s)".

Next, fill in the drop down fields indicating your relationship to the student(s), the type of concern you have, and the severity of the issue to the best of your knowledge.

The screenshot shows the same web browser window with the URL <https://oasis.colum.edu/ICS/RMS/>. The page title is "2. Your relationship to the selected student(s)*". Three dropdown menus are listed vertically: "2. Your relationship to the selected student(s)*", "3. Type of concern*", and "4. Severity of this issue*". Orange arrows point to each of these three dropdown menus.

Next, complete the details box, letting us know specifics about your concern. Please refer to our FAQ about proper documentation here: <http://about.colum.edu/academic-affairs/faculty-resources/ease/FAQ-EASE.html>

The screenshot shows the same web browser window with the URL <https://oasis.colum.edu/ICS/RMS/>. The page title is "5. Details about this concern". It contains a message: "Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue." Below this is a note: "ONLY submit a single notification for multiple students IF the detail message is the exact same for each student. If you want to submit specific details about each student, please fill in separate notifications to avoid confusion & breaches of confidentiality." At the bottom is a rich text editor toolbar with options like Default Font, Size, Bold, Italic, Underline, etc., and a text area with "Normal" and "HTML" buttons.

Finally, indicate whether you have already had contact with the student regarding the issue by selecting "yes" or "no."

6. Have you interacted with the student(s) regarding this concern?*

Yes No

* required

[Submit EASE Notification](#) [Cancel](#)

 If you have questions about this process, or want to follow up on a previous message, [click here to e-mail the EASE Team.](#)

If you select "yes" you will also need to indicate the type of interaction you have had with the student. If you do not want us to contact the student, this is where you would indicate that. Please include any additional details about your interaction that will help us in working with the student in the field provided.

6. Have you interacted with the student(s) regarding this concern?*

Yes No

 Add an Intervention to this EASE Notification
03:11PM on 01/09/2015 [Change date or time](#)

A. How did you interact with this student?*

I have worked directly with the student to create a plan for overcoming this concern.

I have communicated my concerns to the student and s/he has a plan in place to move forward.

I have communicated my concern to the student, but s/he did not agree it was an issue.

I have communicated my concern to the student, and s/he is expecting further assistance.

I have attempted to communicate my concern to the student but was unsuccessful and/or did not get a response.

I have communicated my concern to the student. Please do not contact the student.

I have not communicated my concern to the student. Please do not contact the student.

B. Details about this intervention:

Please share any additional information you can about your interaction with the student.

Default Font | Size |                          <img alt="Font size

Once all required fields are complete, the “Submit EASE Notification” button will activate and you may submit your concern. If the “Submit EASE Notification” button does not activate, please double check that you included the required information for all fields.

The screenshot shows a web browser window with the URL <https://oasis.colum.edu/ICS/RMS/>. The page title is "Submit EASE Notifications". A yellow warning icon with an exclamation mark is present. The instructions state: "EASE is primarily for non-urgent concerns. If you have concerns about a student, the EASE team wants to know as soon as possible so we can reach out and help support the student. Please note, you must fill in the form completely, starting with the student's name, before it will allow you to submit the notification." It also provides contact information for immediate assistance and emergencies.

Form fields include:

1. Submit EASE Notification(s) for:
Student: Joseph Columbia
Info: ID # 00000056421
Course: None
[Edit selected students](#)
2. Your relationship to the selected student(s)*: Staff
3. Type of concern*: Attendance
4. Severity of this issue*: Low Severity
5. Details about this concern:
ONLY submit a single notification for multiple students IF the detail message is the exact same for each student. If you want to submit specific details about each student, please fill in separate notifications to avoid confusion & breaches of confidentiality.
[Rich text editor toolbar]
Student has been absent for several classes [Rich text editor content area]
[Normal/HTML buttons]
6. Have you interacted with the student(s) regarding this concern?*
 Yes No

* required

Submit EASE Notification

If you have questions about this process, or want to follow up on a previous message,
[click here to e-mail the EASE Team.](#)

An orange arrow points to the "Submit EASE Notification" button.

Once you submit, you should immediately receive an automated confirmation from ease@colum.edu in your Columbia College email. If you do not see this email, double check your spam/junk folder. If you do not receive any notification, contact the EASE Manager at ease@colum.edu.

For more information about the EASE program, please see our FAQ at www.colum.edu/EASE.