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**Success With SAGE**

**What is SAGE?**

SAGE (Student Alert and Group Events) is an additional module available for the Trac System. SAGE allows your faculty members to submit referrals, progress reports, or evaluations for the students enrolled in their courses. Based on the choices made while creating the referral, an automated email could be sent out to the student's assigned advisor, a professor, or otherwise, that way you and your staff can be as proactive as possible in helping your students.

**SAGE Process Example 1 SAGE Process Example 2**

**Creation**

The first initial step is for the advisor, professors, or staff to create the referral for the student. This will then send emails to advisors, professors, or the student themselves, to further assist or direct the recipient of the email with the next step.

**Follow-Up**

In some instance, you may need to have a staff follow up with the student. This can be a simple check in with the student or for the staff to get more information

The follow-up email lets relevant users know how this referral is going, what has been done, and what we are doing to help this student.

**Processed**

The final step would be for the advisor, professors, or staff to resolve or complete the referral for the student. When processed, you can fill out additional information letting the relevant users know what was done to help this student. This will then send out the final email to let the relevant users to notify them that you have met with the student and resolved the referral.