



Determining the Residency Status of Students

This PDF is a guide to navigating Momentum in order to determine the residency status (Resident, Commuter or Distance Learner) of students.

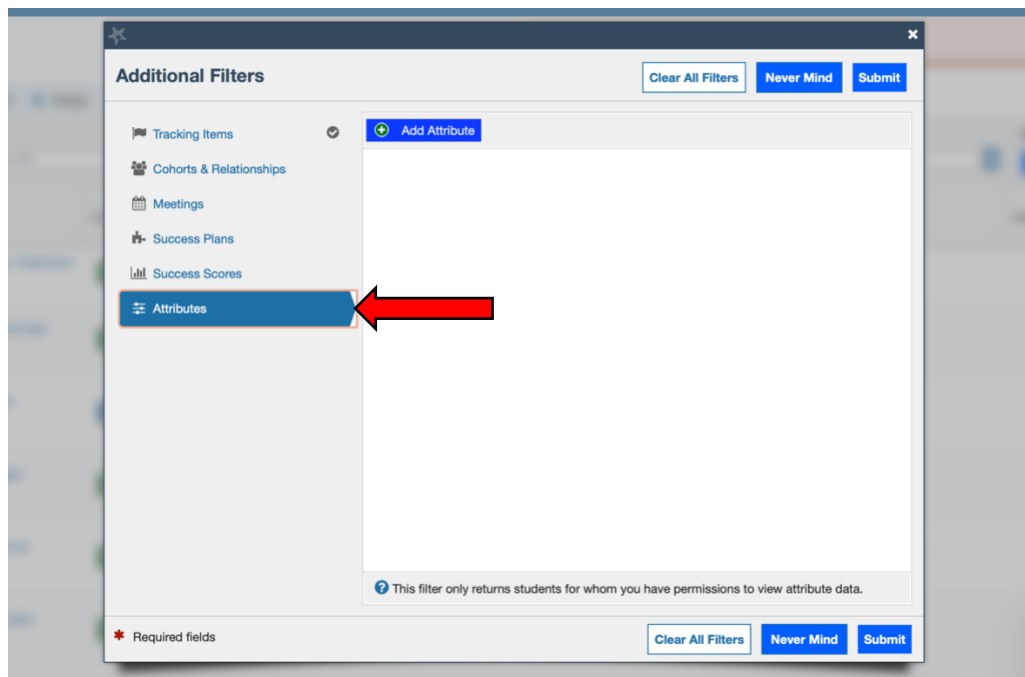
To start, log onto Momentum and navigate to your student list from the left side menu bar. After you have your student list, click on the blue “Add Filters” button on the upper right corner of your student list.

The screenshot shows the 'MY STUDENTS' page in the Momentum system. At the top, there is a search bar labeled 'Search for Students'. Below it, the 'MY STUDENTS' section is active, and the 'TRACKING' tab is selected. A toolbar contains buttons for Resolve, Comment, Assign, Flag, Referral, To-Do, Kudos, Success Plan, Send Message, and Download. Below the toolbar, there are filters for Student (Student Name, Username, or ID), View (Inbox), Connection (All My Students), and Cohort. An 'Additional Filters' button is located in the top right corner of the table, indicated by a red arrow. The table lists students with their Success Scores, Item Names, Status, Created dates, and Assigned dates. The bottom of the page shows 'Selected: 0' and 'Displaying 1 - 25 of 1348 Items'.

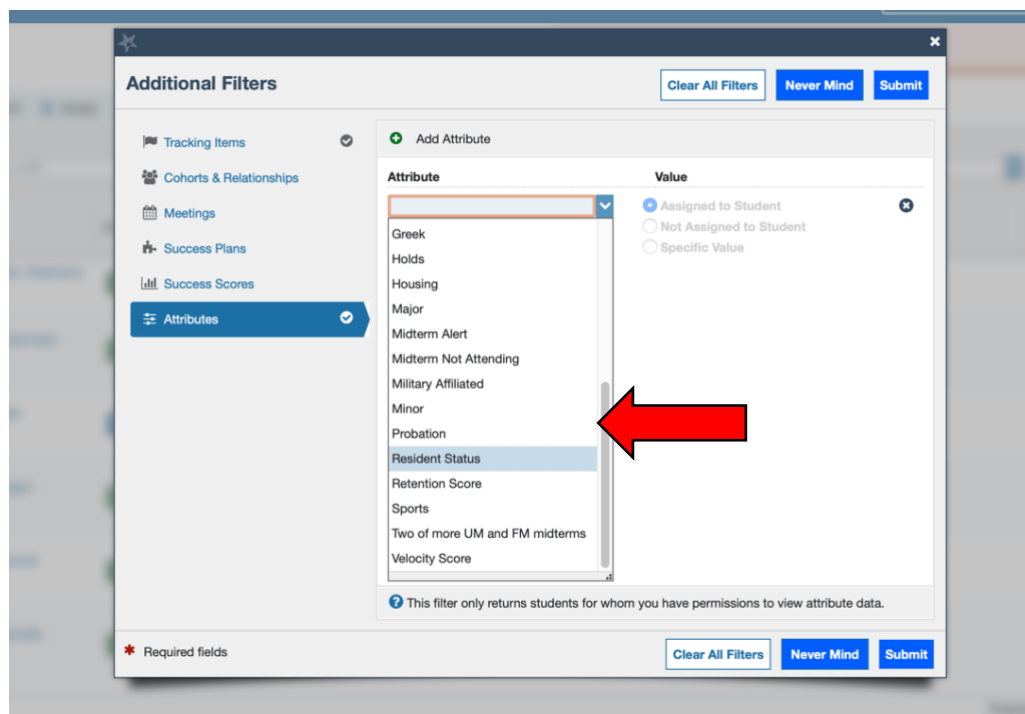
Once you click on the Add Filters button, a pop-up window will appear.

The screenshot shows the 'Additional Filters' pop-up window. It has a title bar with a close button. The window is divided into two main sections: 'Tracking Items' on the left and 'Students with Tracking Items' on the right. The 'Tracking Items' section has a sidebar with options: Tracking Items (selected), Cohorts & Relationships, Meetings, Success Plans, Success Scores, and Attributes. The 'Students with Tracking Items' section contains various filter options: Status (Active, Resolved, Both), Tracking Type (dropdown), Closure Reason (dropdown), Item Name (dropdown), Created By (Anyone, Me, Role), Assigned To (All assigned and unassigned, Unassigned, Me, User, Role), Course Context (dropdown), Due Date (dropdown), and Creation Date (Start to End). There are buttons for 'Clear All Filters', 'Never Mind', and 'Submit' at the bottom. A legend indicates that a red asterisk (*) denotes required fields.

On the left side of the pop-up window, click on “Attributes”



Under the Attribute drop down menu, scroll down and click on “Resident Status”



After you click on Resident Status, the right side will open with the “Value” option. Click on “Specific Value” and choose the Residency Status you want to filter for. If you choose “Distance Learner”, this will filter all students who have this designated as their Residency Status. Click Submit to obtain your list of students.

The screenshot shows the 'Momentum' application interface with a search bar at the top right labeled 'Search for Students'. A modal window titled 'Additional Filters' is open, featuring a sidebar on the left with categories: Tracking Items, Cohorts & Relationships, Meetings, Success Plans, Success Scores, and Attributes (which is selected). The main area of the modal is titled 'Add Attribute' and contains two dropdown menus: 'Attribute' (set to 'Resident Status') and 'Term' (set to 'Filter by Term'). To the right of these is a 'Value' section with three radio buttons: 'Assigned to Student', 'Not Assigned to Student', and 'Specific Value' (which is selected). Below the 'Specific Value' radio button is a dropdown menu showing a list of residency status options: 'Commuter', 'Distance Learning', 'Resident', and 'Resident-Off Campus'. A red arrow points to this dropdown menu. At the bottom of the modal, there is a note: 'This filter only returns students for whom you have permissions to view attribute data.' and a row of buttons: 'Clear All Filters', 'Never Mind', and 'Submit'. A red arrow points to the 'Submit' button. A red asterisk and the text 'Required fields' are located at the bottom left of the modal.