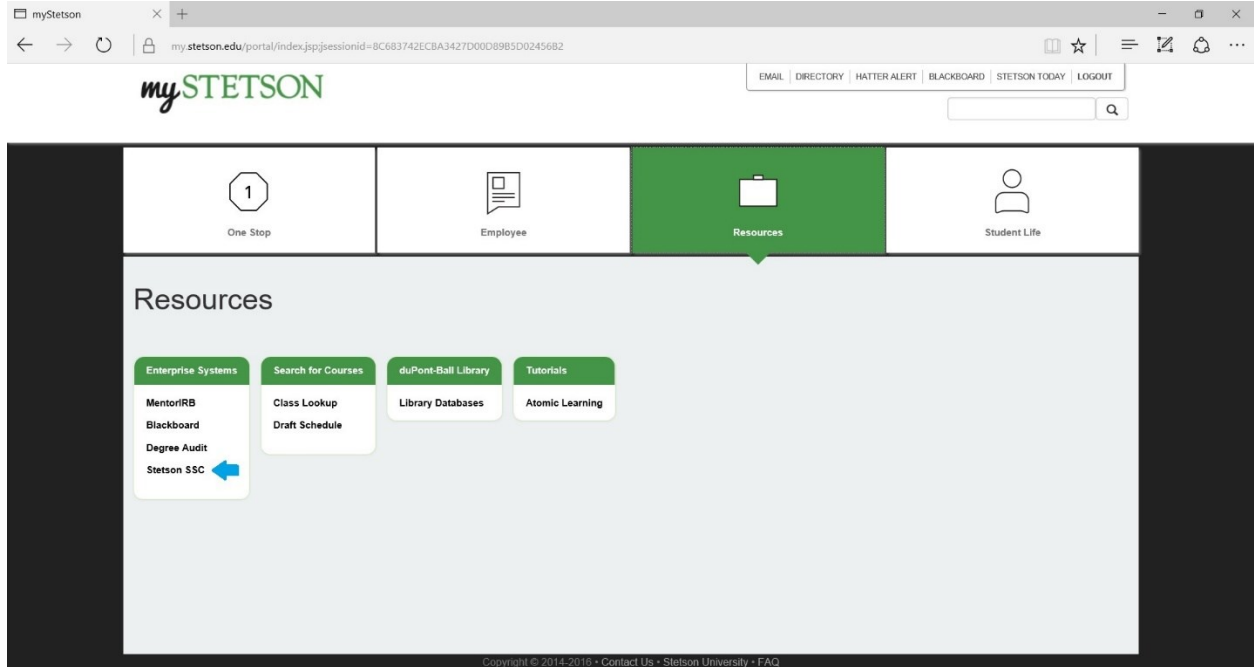


Stetson SSC – How to Track SPI Visits

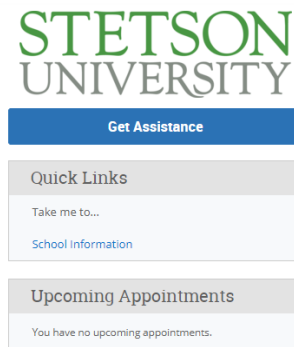
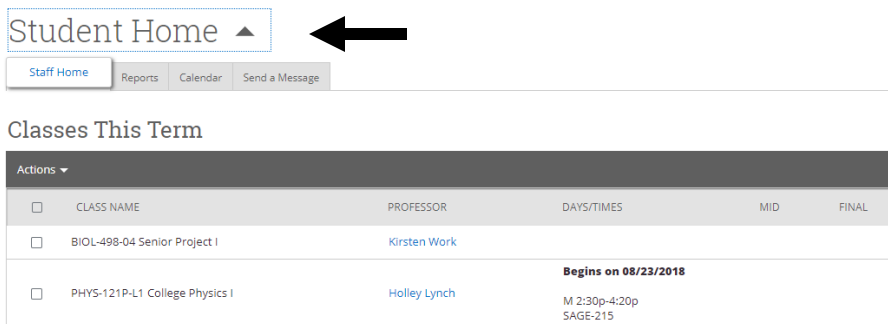
Logging SPI Sessions (SPI)

We have begun using the Stetson SSC to track student Visits. Please follow these step by step instructions to log SPI visits.

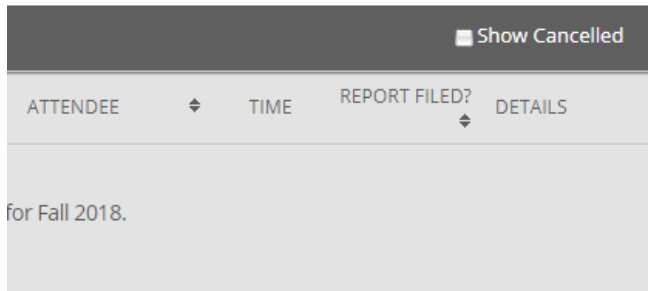
1. Sign into your My.Stetson page and open up the Resources tab, then click on Stetson SSC.



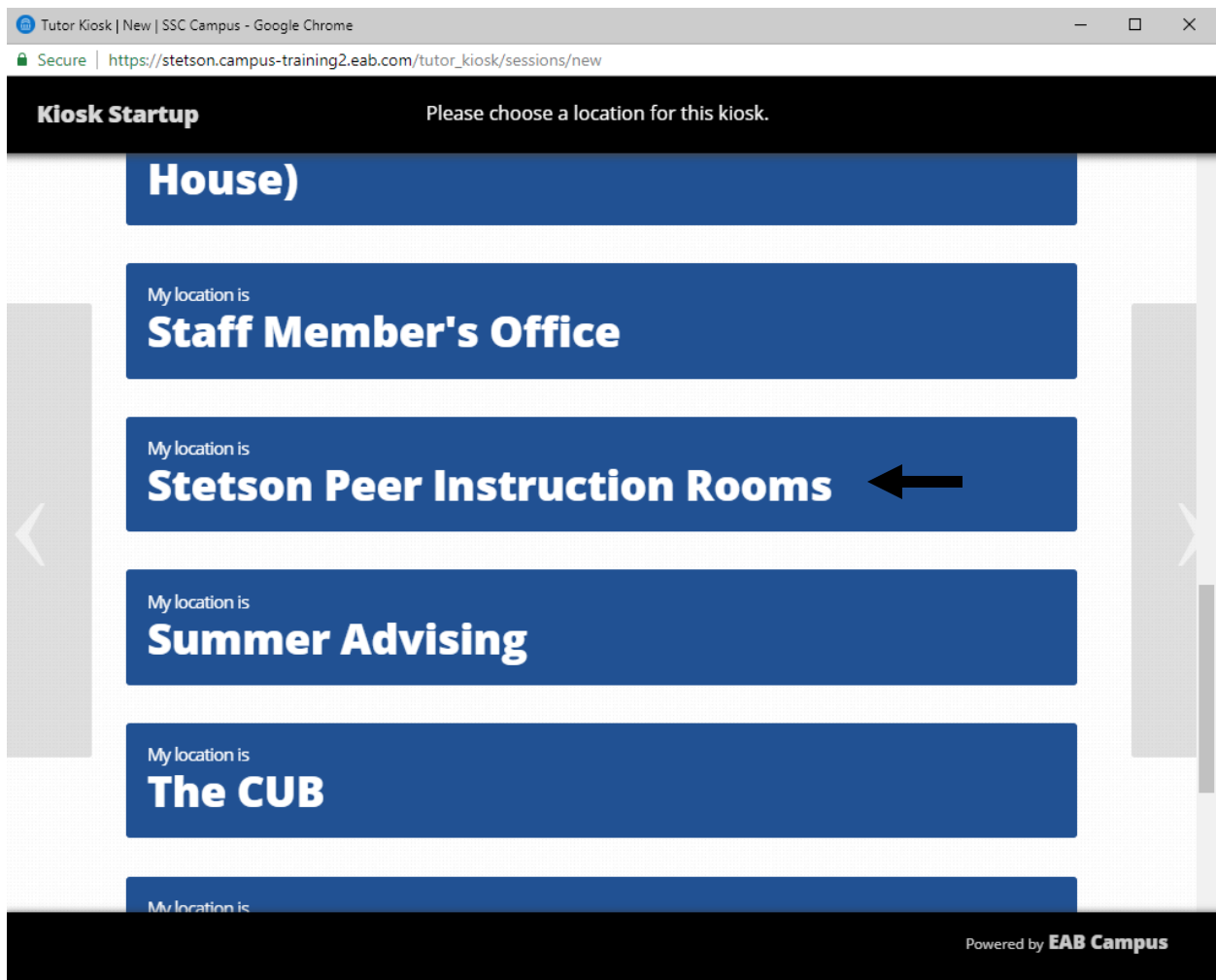
2. Where it Says Student Home click and switch to **Staff Home**



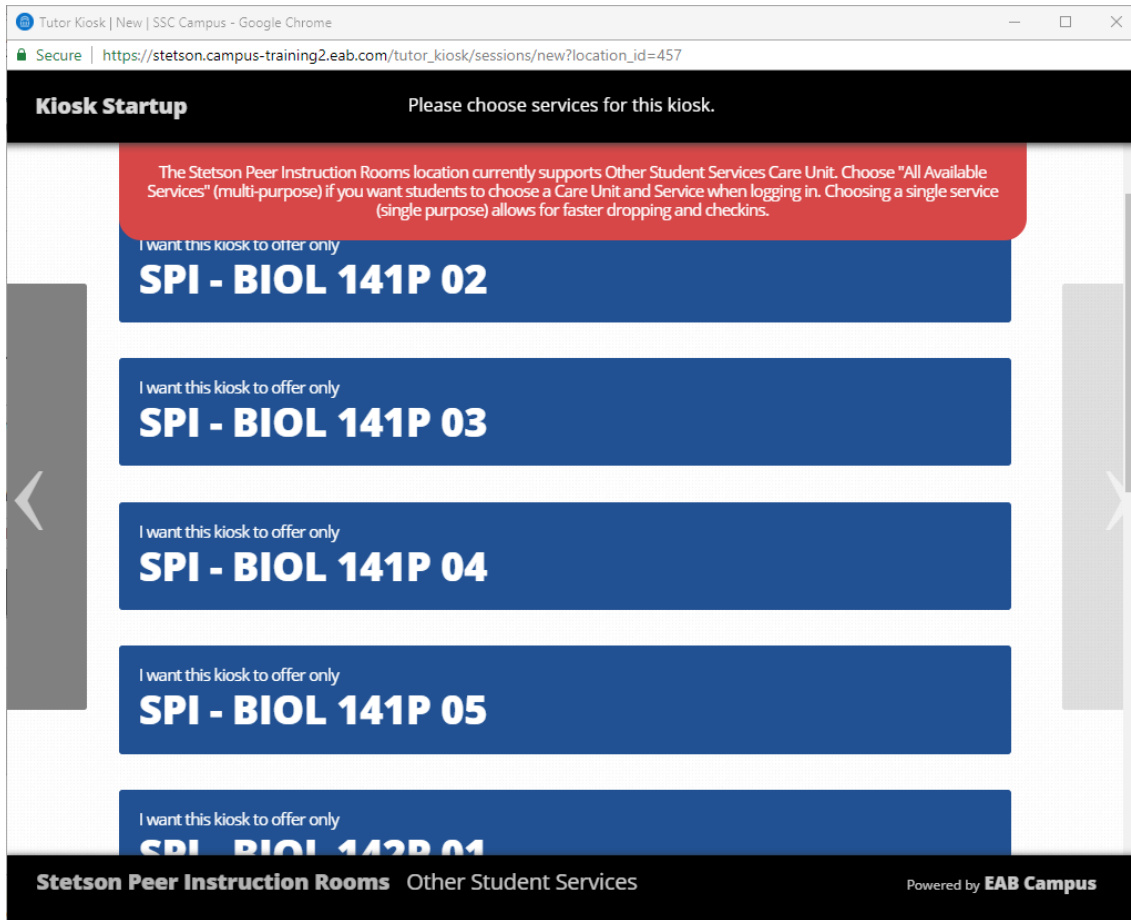
3. Scroll down to the bottom and click on Additional Modes and click on **Kiosk**



4. Scroll down and select **Stetson Peer Instruction Rooms**



5. And select the appropriate course section for you. Be sure that you pick the right section.



6. Now when students enter their 800 number their visit will automatically be logged. **Before you leave this window up for students to sign in be sure to go back to your My.Stetson and click the Logout button.**

