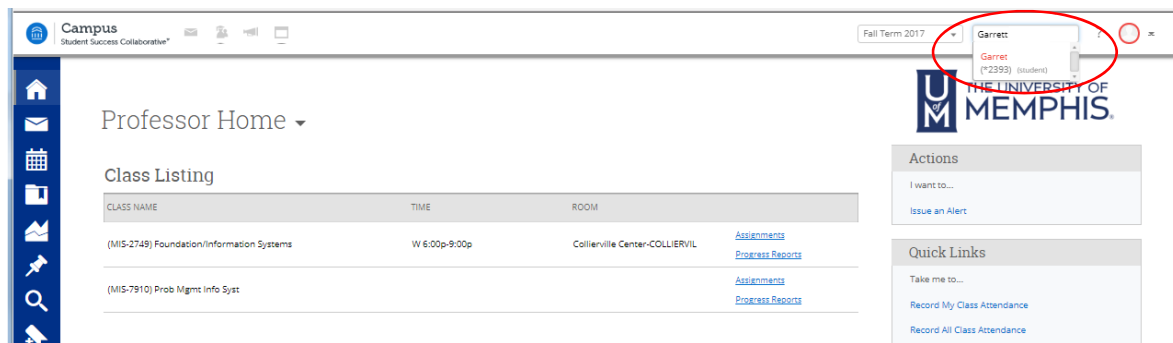
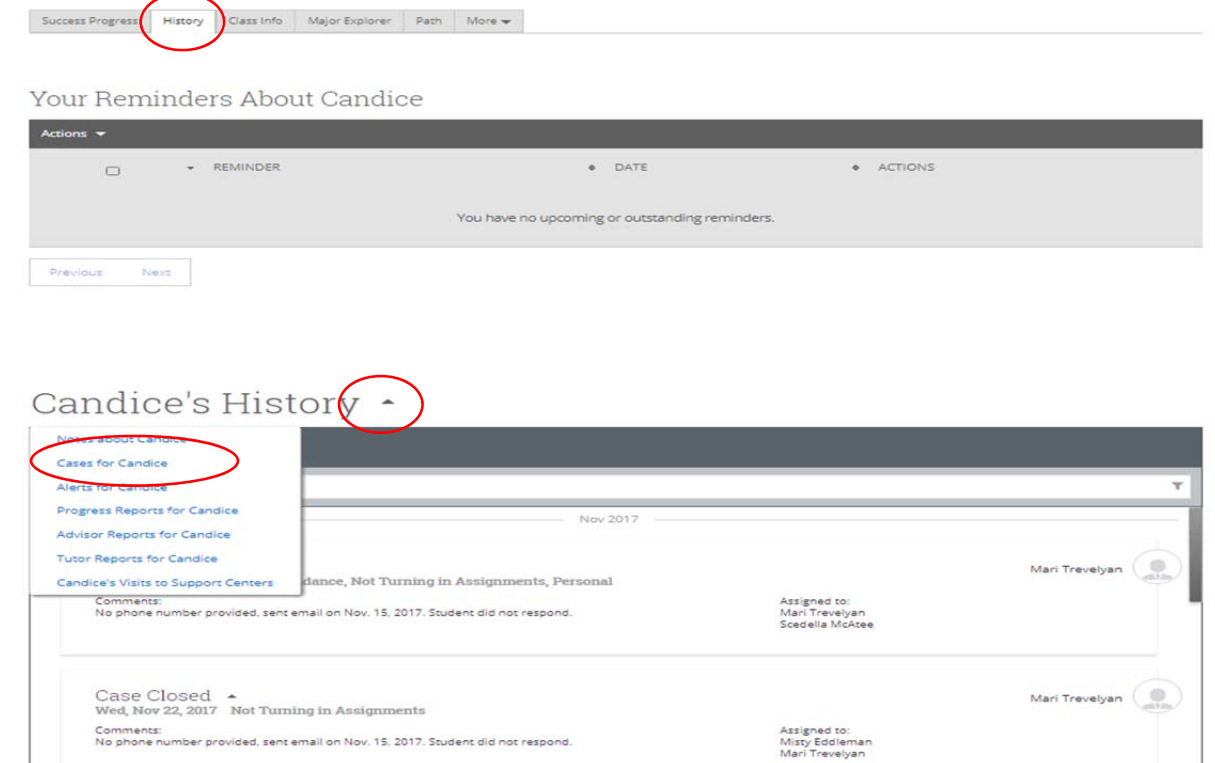


Go to SSC Campus at <https://memphis.campus.eab.com> or use the link in the myMemphis Faculty page

Use the quick search to locate the student by **Name** or **UID**



Once on the student's page, select the **History** tab and use the toggle to select **Cases for...** in the student's history at the bottom of the screen



Select **Closed Cases** and then click **Manage Case**

Open Cases Closed Cases

Closed Cases For Candice

DATE OPENED	DATE CLOSED	REASONS	ISSUED BY	ASSIGNED TO	
11/10/2017	11/22/2017	Poor Attendance, Not Turning in Assignments, Personal	Beverly Tsacoyianis	Mari Trevelyan, Scedella McAtee	Manage Case
10/25/2017	11/22/2017	Not Turning in Assignments	Beverly Tsacoyianis	Misty Eddleman, Mari Trevelyan	Manage Case
09/21/2017	10/09/2017	Not Turning in Assignments, Personal	Beverly Tsacoyianis	Keri Brondo, Ebony Dawkins, Misty Eddleman, Fredrika Cowley	Manage Case

The **Manage Case** screen will provide a case history log

MANAGE CASE

Case Activity:

09/19/2017

📌

Robin Poston assigned case to Cody Sacks.

09:11PM

📁

Robin Poston opened case.

09:11PM

💬

Robin Poston added comment:  
Missed 2 out of 3 classes and has not turned in 3 out of 4 grades.

09:11PM

09/20/2017

💬

Cody Sacks added comment:  
I have reached out to the student to request a meeting, waiting for response back.

08:49AM

09/29/2017

🛑

Cody Sacks closed case (Closed- Student Non-Responsive)

10:59AM

Case Closed

Reopen Case