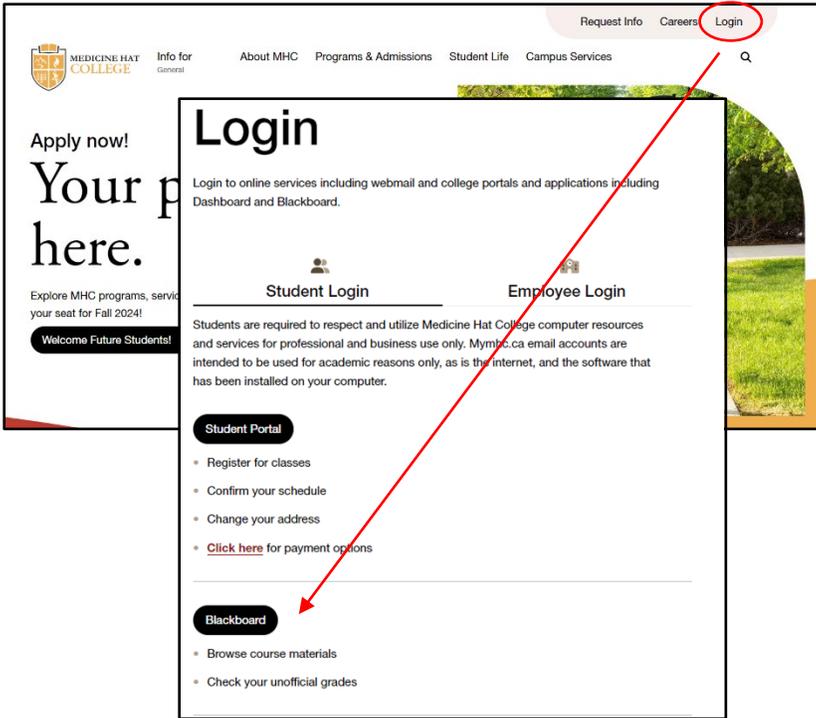


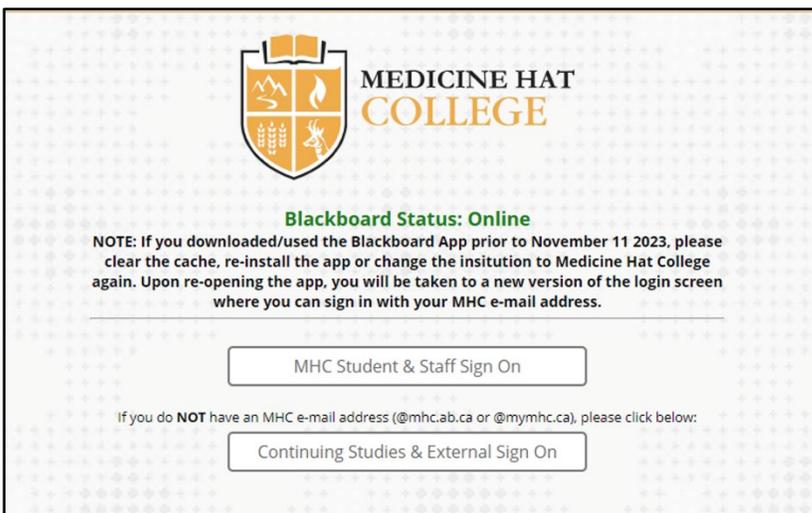
# Student Success Planner Guide

*The Student Success Planner module on Blackboard is a resource for students to explore their strengths and challenges and develop a personalized strategy to improve their academic standing. Please use this as a guide to fully explore the information available. .*



## Access Blackboard

- Access your Blackboard account from [www.mhc.ab.ca](http://www.mhc.ab.ca).

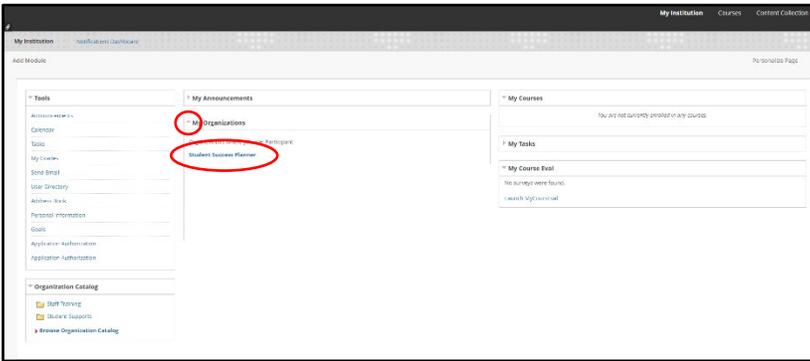


## Login

- Select MHC Student & Staff Sign On and enter your username and password then click "sign in".
- If you do not know your username or password click "Forgot my Password".

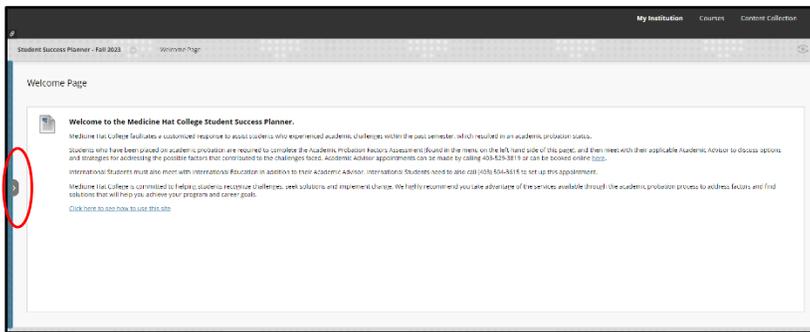
## Access Student Success Planner

- You will automatically be given access to the Student Success Planner if you are on Academic Probation.
- Click on “Student Success Planner” under My Organizations. You may need to click the > arrow beside “My Organizations” if nothing appears underneath the heading.



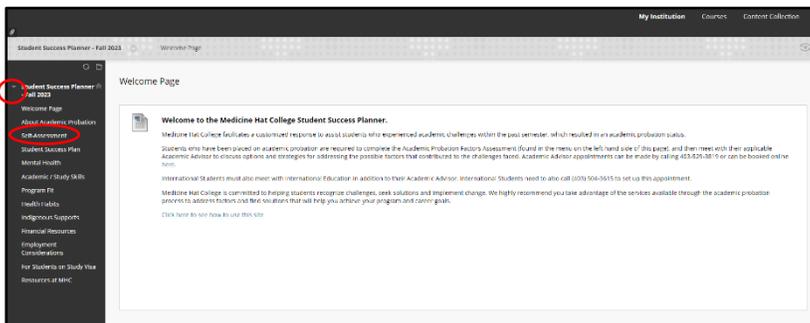
## Show Organization Menu

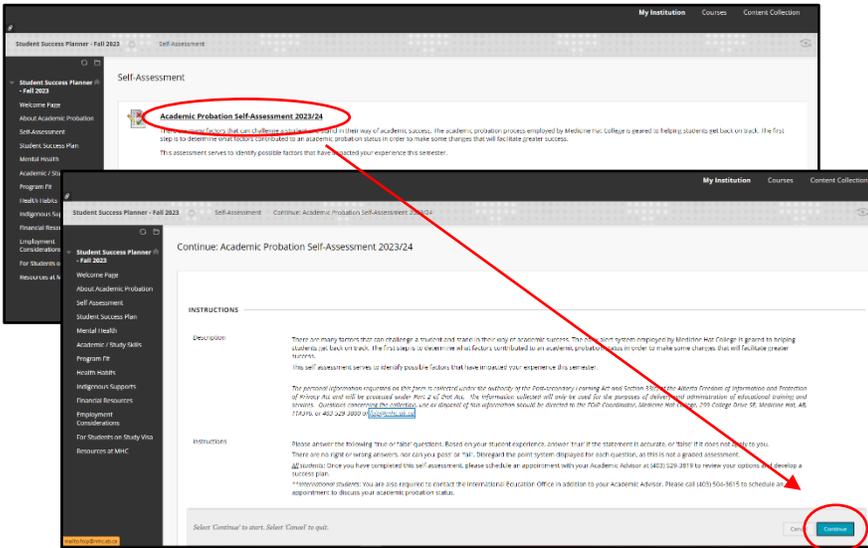
- You may need to hover your mouse over the blue bar on the left hand side of the screen and click the > arrow to access the Organization Menu.



## Review Information

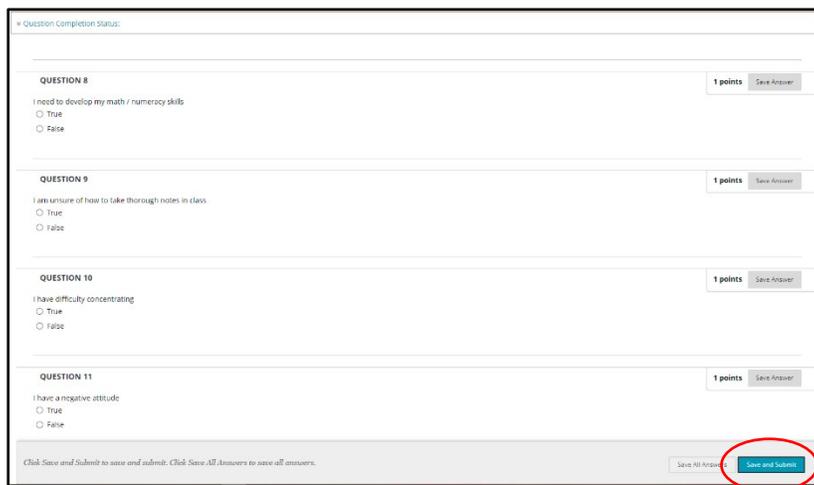
- There are several pages of information within the Student Success Planner. You may need to click the > arrow beside “Student Success Planner” to see the other pages.
- Complete the Self-Assessment within 5 days of receiving the Academic Probation letter.
- Click the “Self-Assessment” page to access the Self-Assessment.





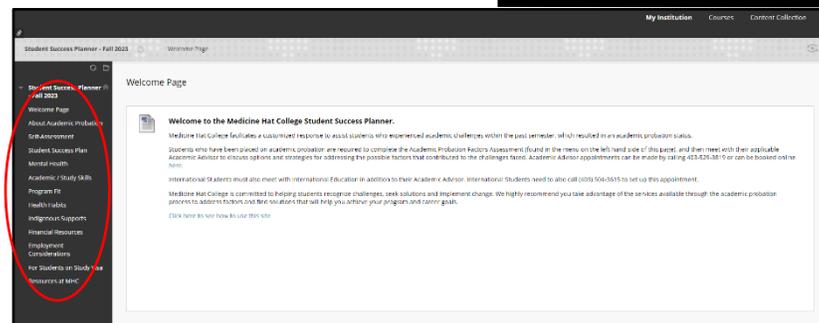
## Begin Self-Assessment

- To start the Self-Assessment click “Academic Probation Self-Assessment” then click “Begin”.
- It may take you 20-45 minutes to complete the self-assessment so please make sure you have enough time to dedicate to the assessment.



## Complete Self-Assessment

- Based on your own experience, please select true to all factors that you have **experienced some challenges** with this past semester.
- Each “True” answer is awarded points. This is simply used as an indicator of your experience. There is no pass or fail grade, please disregard your score.
- When you have answered all questions click “Save and Submit”



## Review Information

- Review the other pages of the Student Success Planner to find helpful information relating to some of the challenges you may have experienced.

- Book an appointment with your Academic Advisor after completing the self-assessment.
- To make an appointment call 403-529-3819 or visit the booking site: <https://www.mhc.ab.ca/student-life/academic-support/advising/advisor-team>
- Your Advisor will review your assessment and help you make a plan.