Academic Early Alert Reporting System Instructions

Purpose:

The Academic Early Alert Program works to identify at-risk students early in the semester and help set them on the right track. The Coordinator of Academic Support and Early Intervention works with identified students to develop successful study and time management habits and connect them to campus resources. The goal of this program is to help students avoid failure by helping them get connected with tutoring, providing academic coaching, and supporting students in deciding if they should withdraw from the course.

Important Tips:

- This system does not replace the Students of Concern Report. This reporting system is for academic concerns only, such as missing class or not turning in work.
- There are three alert periods. Please make sure you are reporting students during the appropriate period.
  - **Post-Drop/Add Period (January 21st-29th)** - This period will open up the day after drop/add ends at the beginning of the semester and run for two weeks. This alert period is for students who are on your roster that have not made an appearance in your classroom, have already missed a number of class meetings, or are showing signs of other risky academic behaviors.
  - **Midterm Check In Period (February 26th- March 6th)** - This alert period will be open for two weeks prior to fall or spring break. Students reported during this period will have a letter mailed to their permanent and on-campus address.
  - **General Alert Period (Anytime)** - This alert period will always be open. Please use this alert tool when academic issues arise when the other alert periods are closed.
- Within each reporting period, you can create three types of alerts: **Commendation** for students who are excelling, **Medium Alert** for students exhibiting risky academic behaviors, and **High Alert** for students in immediate danger of failure.
- **Don’t choose too many concerns or actions items for each student**, this can be overwhelming. Choose the most important concern and the action item the student should address first. Please feel free to write more information in the comments section for Academic Support eyes only.
- Once you submit an alert, the student will be emailed automatically and the Coordinator of Academic Support and Early Intervention will be notified.
- **Faculty who teach half-term courses** should always use the **General Alert Period** because system can only be set up for full-term courses. However, I have created periods where I would like half-term faculty to submit their General Alerts:
  - **1st Half-Term** - January 29th-February 5th
  - **2nd Half-Term** - March 30th-April 3rd
How to Use:

1. Logging In: Click on the link in your email or the ‘Academic Early Alert Reporting System’ link on the Faculty/Staff page of the USCB Website. You will be directed to the page below:

   *Click on Log in with NetID and use your USCB Network Username and Password to Log In

   *You will need to use Multifactor Authentication to complete your log in.
2. Once you are logged in you will see a list of the classes you are teaching this semester. Click on any course to create an alert for students in that course.

3. After you have chosen a course, you will see a roster of the students enrolled in that course. Here you can choose to add a Post Add/Drop Alert, Midterm Check-In Alert, or a General Alert depending on the time of the semester. Available alerts periods will have ‘+add general alerts’ as a link. Unavailable alert periods will say not active. Click on the appropriate alert period for a student you would like to submit an alert for.
4. Once you have selected a student, please choose what type of alert you would like to submit. Remember your options are Commendations, Medium Alerts, and High Alerts.

5. You will need to select one concern, one action item for the student, and one action item for the advisor receiving the alert. The student will not see action items for the advisor or any notes you write to the advisor.
6. Once you have checked each field you can preview the email that will be sent to the student. In the preview email, you are able to craft your own message to the student. Once you are done you can hit the Add button. This will trigger an email to the student from Academic Support and notify the Academic Support and the student’s academic advisor.