

Why Issue an alert?

Early Alert SSC Campus

- Improve student learning.
- Set high expectations for academic learning-attendance, assignment completion, tutoring.
- Improve student success in the first year - more students are lost in the first year.
- Allow academic advisors and the Student Success Center to identify students who have common problems in many of their classes.
- Create a culture of student persistence to graduation.

When do I issue an alert?

Issue an alert on a student as early as possible in the semester after attempting to discuss the problem with the student (as appropriate).

Alert categories are as follows:

- Behavioral / Medical / Family Concerns
- Not Attending / Low Participation
- Non-responsive to contacts
- Poor Performance on Exam / Assignments
- Other (add comments)

How do I issue an alert? There are a few options!

***Login using the 'Early Alerts SSC Campus' link under the Faculty tab in mySFA or in D2L under Helpful Links.**

<https://d2l.sfasu.edu/d2l/home>


Helpful Links ▾

Student Links

- D2L Tutorials for Students
- Collaborate Student Help Guide
- Video Viewing Checklist
- SFA ONLINE
- Steen Library Distance Ed Support
- AARC (Academic Assistance and Resource Center)
- McGraw Hill Campus Connect
- NBC Learn
- Jobs4Jacks (Student)

Faculty Links

- CTL on Twitter
- Printable D2L Handouts
- Collaborate Faculty Help Guide
- Early Alerts SSC Campus**
- NBC Learn
- Jobs4Jacks (Faculty)

 **STEPHEN F. AUSTIN
STATE UNIVERSITY**

mySFA

HOME REGISTRATION ACADEMICS ADVISING BILLING FINANCIAL AID CAMPUS LIFE EMPLOYEE ADVISOR **FACULTY** RESEARCH

FACULTY CLASS LIST

You have no classes to display.

DESIRE2LEARN (D2L)

[D2L](#)
[D2L Support](#)

COURSE EVALUATIONS AND SURVEYS

[Course Evaluations](#)
None

CONTACTING FACULTY/STAFF AND STUDENT EMAIL LIST

[Standard Email Lists](#)
[Faculty/Staff Directory](#)
[Emails Sent to Admitted Students](#)

STUDENT REGISTRATION REPORT

[Student Registration Report](#)

STUDENT INFORMATION

[Student ID Look Up](#)
[Transcript Look Up](#)
[Student Email Look Up](#)
[View Holds](#)
[Student Success Advising Tool](#)
[Early Alerts SSC Campus](#)

FACULTY TOOLS

[Report Leave](#)
[Course Proposal](#)
[Program Proposal](#)
[Digital Measures - FAR](#)
[Course Catalog](#)
[Policy Manual](#)
[Disability Services for Faculty and Staff](#)
[JMP Statistical Analysis Download](#)
[Excused Absences](#)
[FAQ Student Success Advising Tool](#)

Option 1: On the student's page in the 'Student Success Advising Tool' select the ***Issue an Alert*** link found on the right side column.

The screenshot shows the 'Campus Student Success Collaborative' interface. At the top, there's a header with the logo, navigation icons, and a dropdown for 'Spring 2016'. The main content area features a 'Student Name' input field, a tabbed interface with 'Overview' selected, and a summary of student statistics: Course Grade D/F (4), Repeated Courses (1), Withdrawn Courses (0), Missed Success Markers (0), Cumulative GPA (2.13), Total Credits Earned (51.00), Credit Completion % (88%), and Predicted Risk Level (Medium). Below this, the student's name 'Pre-Social Work' and 'College of Liberal/Applied Art' are displayed, along with a redacted 'STUDENT ID' and 'CLASSIFICATION' of 'Sophomore'. On the right, a 'Staff Alerts' sidebar shows a list of actions: 'Message Student', 'Add a Note on this Student', 'Add a Reminder to this Student', 'Report On Advising', 'Schedule an Appointment', 'Add to Watch List', and 'Issue an Alert'. A black arrow points to the 'Issue an Alert' link.

Select the most appropriate alert reason(s) with appropriate comments and submit.

The 'ISSUE AN ALERT' form is displayed. It includes a 'Student' search field, a section for selecting reasons for the alert with 'Medical/Family Issues' and 'Low Participation' selected, a dropdown for 'Is this alert associated with a specific class?' set to 'Optional', and a large text area for 'Additional Comments' with the placeholder 'Please enter a comment.'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Option 2: From the *Professor Home* page; select the checkbox next to the student's name for alert assignment.

Students In My Classes

Actions	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1 [REDACTED]	Dept: Human Sciences (HUSC)	BIO-130
<input type="checkbox"/>	2 [REDACTED]	Attribute: Repeat 3 (03PT), Dept: Kinesiology & Health Science (KINE), First Generation Student, Registration Hold: Applied to Graduate	BIO-130
<input type="checkbox"/>	3 [REDACTED]	Attribute: Post-Baccalaureate -2nd degree (PBSD), Dept: Chemistry (CHEM), First Generation Student	BIO-130
<input type="checkbox"/>	4 [REDACTED]	Dept: Agriculture (AGEN), First Generation Student	BIO-130
<input type="checkbox"/>	5 [REDACTED]	Dept: Human Sciences (HUSC), Residence Hall Student	BIO-130

My Assigned Students

Actions	STUDENT NAME	CATEGORY
No students found		

Click on **Actions**; select **Issue an Alert**
 Note: Only one student may be selected per alert assignment.

Students In My Classes

Actions	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1 [REDACTED]	Dept: Human Sciences (HUSC)	BIO-130
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<input type="checkbox"/>	4 [REDACTED]	Dept: Agriculture (AGEN), First Generation Student	BIO-130
<input type="checkbox"/>	5 [REDACTED]	Dept: Human Sciences (HUSC), Residence Hall Student	BIO-130

My Assigned Students

Actions	STUDENT NAME	CATEGORY
No students found		

ISSUE AN ALERT

Student

Please select the reason you believe this student needs assistance

Medical/Family Issues

Low Participation

Is this alert associated with a specific class?

Optional

Additional Comments

Please enter a comment.

Submit

Cancel

Select the most appropriate alert reason(s) with appropriate comments and submit.