When faculty views the Academic Success Alerts view, the “select term” option displays. The default term will be the current term.

The courses for which the faculty member is the instructor of record and the button for the alerts available at that time will display. **There are 5 alerts during the semester:** Never Attended Alert, Early Alert, Midterm Alert, Final Alert, and Anytime Alert. (Below is an example of the Never Attended Alert, which will display from 9/9/2021 through 9/17/2021). Note that the Anytime Alert button appears for the duration of the term.

When faculty clicks on the “Never Attended Alert” or other/current Alert button, the roster of students will display. The default will be No Concern, so that faculty member only needs to selectively click the Alerts they wish to raise.

The Never Attended Alert will have the values of Never Attended and Missed Class(es) – note that available options vary with each Alert period. In addition, there is a comment field where faculty may add additional notes. This comment field is especially valuable to indicate if/when the faculty and the student have already spoken about the matter.
Reminder: When done with entering any Alert information – and especially when you have no information to enter – please remember to click the (green) Submit button at the top or bottom of the page.

When faculty clicks on the yellow “Anytime Alert” button, the course information and student ID# are populated. Faculty may use the Anytime Alert at any time during the semester. Below is an example of the Anytime Alert screen.