

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 through a system called Inspire. The Director of Academic Support 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:

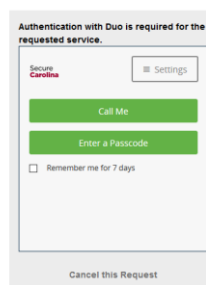
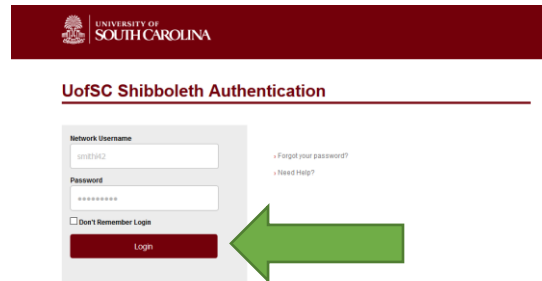
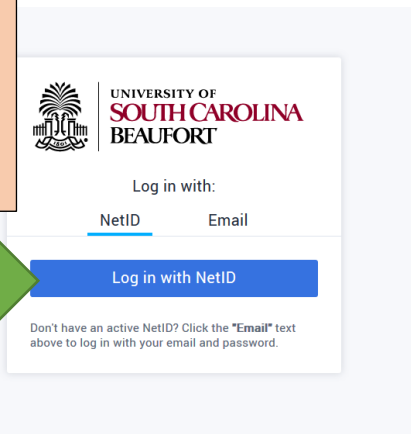
- This system does not replace the Students of Concern Report. Inspire is for academic concerns only, such as missing class or not turning in work.
- There are three alert periods. Please make sure you are reporting students during the appropriate period.
 - **Post-Drop/Add Period (August 16th- September 4th)**- 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 (September 30th- October 9th)**- 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 Director Academic Support and Academic Advising 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**- September 7th-September 11th
 - **2nd Half-Term**- November 2nd-November 6th

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.

- 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.

tasks > course alerts

Alerts

Spring 2019 Courses

Current Academic Year Aler...

Spring 2019 Courses (6)

COURSE NAME	COURSE NUMBER	SECTION	STUDENTS	POST-DROP/ADD (N...	MIDTERM CHECK-IN	GEN
Advanced Comp and Grammar	FREN-B302	53534-...	1	closed	closed	0 AI
Beginning French II	FREN-B102			closed	closed	0 AI
Beginning French II	FREN-B102	53533-...	5	closed	closed	0 AI
Oral Communication	FREN-B202	58404-...	4	closed	closed	0 AI
Study Abroad - USCB Exchange	INTL-B401	58889-...	2	closed	closed	0 AI
Topics in French Culture	FREN-B295	58405-...	1	closed	closed	0 AI

- 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 of 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.

course alerts

Beginning French II: Spring 2019 Alerts

search students by last OR first name

POST-DROP/ADD (NO ATTENDANCE) ALERT

0 high alert(s)
0 medium alert(s)
0/24 reviews complete

MIDTERM CHECK-IN ALERT

02/27/2019 - 03/08/2019

0 high alert(s)
0 medium alert(s)
0/24 reviews complete

GENERAL ALERT

0 high alert(s)
0 medium alert(s)
0 commendation(s)

Students (24)

+ NEW ALERT | EXCEL

STUDENT	STUDENT ID	POST-DROP/ADD (NO...	MIDTERM CHECK-IN A...	GENERAL ALERTS	MAJOR(S)
<input type="checkbox"/> A'Nya		not active	not active	+ add general alerts	Non-degree Seeking
<input type="checkbox"/> Alexan		not active	not active	+ add general alerts	Early Childhood Educati
<input type="checkbox"/> Andre		not active	not active	+ add general alerts	Computational Science
<input type="checkbox"/> Brigett		not active	not active	+ add general alerts	Hospitality Managemer
<input type="checkbox"/> David C		not active	not active	+ add general alerts	Communication Studies
<input type="checkbox"/> David T		not active	not active	+ add general alerts	
<input type="checkbox"/> Eduard		not active	not active	+ add general alerts	Communication Studies
<input type="checkbox"/> Gabrie		not active	not active	+ add general alerts	Communication Studies
<input type="checkbox"/> Grace		not active	not active	+ add general alerts	Elementary Education
<input type="checkbox"/> Jamie		not active	not active	+ add general alerts	Computational Science
<input type="checkbox"/> Jaymie		not active	not active	+ add general alerts	Communication Studier
<input type="checkbox"/> Jerem		not active	not active	+ add general alerts	Communication Studies

- 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.

Spring 2019 Alerts

- Post-Drop/Add (no attendance) alert
- Midterm Check-in alert
- New General Alert**

General Alert: Spring 2019

Beginning French II

Brown
 UNDERGRADUATE
 University Of South Carolina
 Beaufort
 Fall 2017 - Spring 2021

Alert Level

- Commendation
- Medium Alert
- High Alert

Feb 19, 2019

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

- 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.

Midterm Check-in alert

New General Alert

Brown
 UNDERGRADUATE
 University Of South Carolina
 Beaufort
 Fall 2017 - Spring 2021

Alert Level

Medium Alert

Choose High Alert if the student is in immediate danger of failure or other serious consequences. Give Medium Alert to flag a concern that might result in serious consequences if left unresolved. Give Commendation to recognize exceptional performance.

Concerns:

- Grades (in danger of doing poorly)
- Attendance (has missed more than once)
- Participation
- Preparedness
- Other

Student should:

- Meet with Academic Support
- Attend office hours
- Meet with advisor
- Other
- Contact Tutoring Center

Advisor should:

- Set up meeting

Feb 19, 2019

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

- 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.

Fall 2017 - Spring 2021

Alert Level

Medium Alert


Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance.

Concerns:	Student should:	Advisor should:
<input checked="" type="checkbox"/> Grades (in danger of doing poorly) <input type="checkbox"/> Attendance (has missed more than once) <input type="checkbox"/> Participation <input type="checkbox"/> Preparedness <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Meet with Academic Support <input type="checkbox"/> Attend office hours <input type="checkbox"/> Meet with advisor <input type="checkbox"/> Other <input type="checkbox"/> Contact Tutoring Center	<input checked="" type="checkbox"/> Set up meeting

Feb 19, 2019

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

ATTACH CANCEL SAVE PREVIEW STUDENT EMAIL ADD



**UNIVERSITY OF SOUTH CAROLINA
BEAUFORT**

New Alert

Dear [Redacted] Brown,

The Student Success Center and the faculty at USC Beaufort care about you and your academic success. Our **Early Alert Program** allows faculty to identify students who are not doing well in their courses. The instructor for the following course has shown concern about you and your academic performance:

Juanita Villena-Alvarez has expressed the following academic or personal concerns:

Grades (in danger of doing poorly)

They have made the following suggestion(s):

Meet with Academic Support

Message from Juanita Villena-Alvarez

add message (optional)

Please make an appointment with Laura Bessent in the Student Success Center. After talking with you, we'll be able to provide you with the necessary assistance to help you avoid failure in this course, whether that is tutoring in a specific course, general study skills and time management assistance, or a discussion about withdrawing from this course. To make an appointment with me please visit <http://uscb.inspire.civitaslearning.com/student/3452211/calendar>

We sincerely care about your academic progress here at the University and we want you to be successful. We look forward to talking with you.

Laura M. Bessent M.Ed
 Coordinator of Academic Support and Early Intervention
 University of South Carolina Beaufort
 Phone: 843-208-5024
lbessent@uscb.edu

<http://uscb.inspire.civitaslearning.com>

Please do not reply to this email. This is a one-time administrative email, so you do not need to unsubscribe.

BACK CANCEL SEND