

EARLY ALERT “HOW TO’S” –

New Websmart functionality that allows faculty to contact students and counseling staff regarding students who need early intervention.

- To access Early Alert click “Class List” from Faculty Services
- Select Term
- Enter course reference number
- To designate a student as needing an alert select the student from the Faculty Class List by clicking in the alert column next to the student’s ID number.
- To activate an alert select one or more alert types by clicking on the appropriate yes radio button(s). Alert type choices will be: Academic Progress, Attendance, Work Quality and Homework. Faculty will also have the opportunity to enter a comment that only a counselor will see.
- To submit the Early Alert press the “Apply Alert” Button.

Faculty may put an alert on a student anytime after the start date of the course and before the 75% cutoff date which is the last day to withdraw with a W for the course.

- E-mails will be sent out daily to students (sample letter attached)
- E-mails including Faculty comments will be sent daily to the Counseling Division
- Counselor will contact student for follow-up