

Issue an Alert from the Professor Home

To issue an alert on a student from the Professor home, first click on the check box beside the student in the Students In My Classes table as shown below:

Students In My Classes

Actions ▾		
<input type="checkbox"/>	INDEX	STUDENT NAME
<input checked="" type="checkbox"/>	1	[REDACTED]

Then click the arrow besides Actions and select Issue Alert,

Students In My Classes

Actions ▲		
<input type="checkbox"/>	INDEX	STUDENT NAME
<input checked="" type="checkbox"/>	1	[REDACTED]

- Send Message
- Create Appointment Summary
- Issue Alert

Once in the alert box, select the alert reason from the drop-down box, the associated course, and add comments to help the student's advisor/counselor/navigator understand the problem. These comments are not seen by the student but are part of the student's public record.

ISSUE ALERT ✕

Student [REDACTED]

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

Click Submit to send the alert.