Faculty Early Alert Guide

To Alert Students One-by-One

Login
Log in to the “Early Alert System” with your NetID: http://www.hunter.cuny.edu/earlyalert.

Select Course
Choose the year, semester, and course and then click “Show Roster.” Your roster will load with student pictures.

Select Individual Students for Alert
Select “Add Alert” for any students that you wish to send an “Early Alert” and a new window will open.

Note: See also selection below how to select multiple students for alert at once.

Enter Alert Details
The “List/Edit Early Alert” window will open.

- Choose “Inadequate course engagement” for students who are insufficiently engaged in class, e.g. non-participation in lab or discussion.
- Choose “Unsatisfactory performance on class assignments(s)” for students who have poor performance on quizzes, problem sets, etc.
- You may also optionally recommend a referral to a Learning Center or other office. If you do this, the email box will auto-populate with relevant info.
- If you have additional information to send to Advisors, use the “Internal Comments” box.

Enter Student Email Message
Please give students direct suggestions to improve their performance in the “Student Email” box. This may be a suggestion to come to office hours, attend tutoring, or meet with the Writing Center, for example. Try to give student clear directives. Then, press “CREATE”.

Review and Send
Review and press “SAVE AND SEND”. This email will be sent to students on the following day.
Guidelines

- This system is meant to help faculty communicate with students who are performing poorly in your courses and assist them in making the changes required to pass your courses. The specific assignments or indicators of student engagement are up to you, as is the specific advice that you give to your students.

- A rough estimate is to send an “Early Alert” on the lowest performing 10-15% of students, e.g. 2-3 students in a 20-person course, or all students who may not pass the course.

- Alert your students by the 5th week of the semester, e.g. by the first week of October.

- This system DOES NOT replace appropriate referrals to the Behavioral Response Team (BRT). Please see the BRT website for its list of “Appropriate Referrals”. [http://www.hunter.cuny.edu/BRT](http://www.hunter.cuny.edu/BRT)

- Any questions may be directed to msteiper@hunter.cuny.edu

Video help: [https://screencast-o-matic.com/embed?sc=cFQfYOqARP&v=5&ff=1](https://screencast-o-matic.com/embed?sc=cFQfYOqARP&v=5&ff=1) (Password: Hunter)
How to Alert Using a List of EMPLIDS

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Select Course
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Select Multiple Student Function
Click on “New Feature: Click HERE to alert multiple students...”

Add EMPLIDS
Copy/Paste in a list of EMPLIDs with one EMPLID per row and press “Submit...”

Verify EMPLIDS
Confirm that the correct students will be alerted.

Enter Alert Details
Prepare one alert that will be sent to multiple students! The “List/Edit Early Alert” window will open.

- Choose “Inadequate course engagement” for students who are insufficiently engaged in class, e.g. non-participation in lab or discussion.
- Choose “Unsatisfactory performance on class assignments(s)” for students who have poor performance on quizzes, problem sets, etc.
- You may also optionally recommend a referral to a Learning Center or other office. If you do this, the email box will auto-populate with relevant info.
- If you have additional information to send to Advisors, use the “Internal Comments” box.

Enter Student Email Message
Write one email that will be personalized and sent to multiple students!

Please give students direct suggestions to improve their performance in the “Student Email” box. This may be a suggestion to come to office hours, attend tutoring, or meet with the Writing Center, for example. Give clear directives. You can write #ST_FIRST_NAME# and this will be populated with each student’s first name (akin to a mail merge). Then, press “CREATE”

Review and Send
Review and press “SAVE AND SEND”. This email will be sent to students on the following day.
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