

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”.

Create

Review and Send

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

Save and Send

HUNTER COLLEGE Early Alert

Fields marked with * are required

Dept * Anthropology Year * 2020 Semester * Spring

Course * ANTHP 10100 Sec:01 Show Roster Reset

Please note: The roster data is loaded nightly and therefore current as of last night. With respect to rosters for upcoming

Roster for ANTHP 10100 Sec:01 for Spring 2020

Please note: The roster data is loaded nightly and therefore current as of last night. The icons below can be used to toggle between the photo only, standard and detailed views. When in the standard view, the column header will sort the report by this column. For description of the status codes mentioned in the reports, please open the Code Reference Page.

New Feature: Click [HERE](#) to alert multiple students at once by their Empl ID (The email message will be automatically customized for each student.)

Photo	Official Name	Pref name	CUNYfirst ID (Empl ID)	Early Alert
	...	-	...	Add Alert
	...	-	...	Add Alert

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

Video help: <https://screencast-o-matic.com/embed?sc=cFOyOqARP&v=5&ff=1> (Password: Hunter)

The image displays two overlapping screenshots of the 'List / Edit Early Alert' web interface. The left screenshot shows the 'Add New Alert' form, which includes a red warning banner at the top stating: 'Early Alerts are to be used for academic issues. If you have a concern about a student's behavior and/or well-being, please consider a referral to the Behavioral Response Team: <http://www.hunter.cuny.edu/brt>'. Below this, there is a section for 'Add New Alert (Fields marked with * are required)'. A note reads: 'Please note: Referrals are not appropriate in all circumstances and are not required to alert a student of their performance in your class. You can update your comment and the subject and text of the email before the midnight. All email for the day will go out the following morning.' The form contains several sections: 'Alert Type:' with checkboxes for 'Inadequate course engagement', 'Unsatisfactory performance on class assignment', and 'Prioritize for Advising Outreach'; 'Recommend to Contact:' with checkboxes for 'Mathematics Learning Center', 'Writing Center', 'Science Learning Center', and 'Language Learning Center'; and 'Internal Comments (visible only to the Instructor(s) and Advisors):' with a text input field. The right screenshot shows the 'Student Email' form, which also features the same red warning banner. It includes fields for 'From:', 'To:', 'Subject:', and 'Email Content:', each with a text input field and a red asterisk indicating it is required. The 'Email Content' field is a larger text area.

How to Alert Using a List of EMPLIDS

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 Multiple Student Function

Click on "New Feature: Click HERE to alert multiple students..."

New Feature: Click [HERE](#) to alert multiple students at once

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"

Create

Review and Send

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

Save and Send

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- 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.
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