Entering Buc Path Academic Alerts for Freshmen Students

STEP 1

Student Feedback Request
Dear Professor Jones,

Academic Alert, ETSU’s early intervention system for freshmen, is now open. It will remain open through the end of the term.

When you submit an academic alert, a professional advisor will reach out to the student with guidance and support. Please submit an alert if one of your freshman students is:
- not attending class regularly (or, for an online course, logging into D2L)
- not turning in assignments
- doing worse on quizzes, tests or assignments than you normally expect
- saying or doing things that indicate college adjustment or personal problems

These are often signs that a student is struggling not just in your course, but in college generally.

NOTE: Please **do not** mark students “not at risk” in the system. If you mark students for any reason, their names will drop off your course roster in the system, and you won’t be able enter alerts for them later in the term.

A link for submitting alerts appears at the bottom of this email. When you enter the system, you will see only the courses in which freshmen are enrolled, and only the names of freshmen in those classes.

HINT: Bookmark this link in your web browser so you can return to it easily.

Instructions for submitting alerts are available here: http://www.etsu.edu/care/docs/AcademicAlertInstructions.pdf.

If you have questions, please reply to this email.

Click to Begin Entering Student Feedback
The link above expires on 04/30/2015. If you would like to provide feedback after the expiration above, please contact your GradesFirst administrator.

*** We suggest you bookmark this link in your internet browser so you can access it at a later time.

STEP 2

Dear Faculty/Member,

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

ETSU1020-15 Foundations Of Student Success

<table>
<thead>
<tr>
<th>Student Name</th>
<th>At Risk to fail your class or in need of assistance?</th>
<th>How Many Absences?</th>
<th>Current Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Jon</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buck, Mark</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campbell, Christy</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lowe, Sabrina</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wallace, Tom</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clicking “NO” permanently removes them from the list.
Step 3: Enter additional student information.

Please enter absences and current grade. Also enter comments. These are VITAL and help us identify problems and refer students to appropriate resources. Information entered is only visible to academic alert advisors.

Step 4: Click on ‘Submit only marked students (but I’m not done)”

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USE THIS BUTTON

Submit only marked students (but I’m not done)

This button will submit students you have marked into GradesFirst as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can reuse the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I’m all done)

This is your “I’m all done” button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don’t have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk; therefore saving time and effort. Please use this button carefully because with just a single click it will totally complete your progress report campaign.

If You have any questions or comments... please call or e-mail one of the following:

Carla Warner  439-5642  warnerc@etsu.edu
Jennifer Rice  439-4899  ricejm@etsu.edu