

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 DON'T 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 to 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 your 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/arc/documents/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.

Step 1:
Click the Link at the bottom of the e-mail.

*** 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

	Student Name	At-Risk to fail your class or in need of assistance?	How Many Absences?	Current Grade	Comments
1	Anderson, Jon	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Buck, Mark	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Campbell, Christy	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Lowe, Sabrina	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Wallace, Tom	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2:
Click "YES" for students in your class who are having academic or personal difficulty.
****LEAVE ALL OTHER STUDENTS BLANK**

Clicking "NO" permanently removes them from the list.

STEP 3

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.

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

	Student Name	At-Risk to fail your class or in need of assistance?	How Many Absences?	Current Grade	Comments
1	Anderson, Jon	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	D	Made a D on the quiz and missed 4 out of 7 classes
2	Buck, Mark	<input type="radio"/> Yes <input type="radio"/> No			
3	Campbell, Christy	<input type="radio"/> Yes <input type="radio"/> No			
4	Lowe, Sabrina	<input type="radio"/> Yes <input type="radio"/> No			
5	Wallace, Tom	<input type="radio"/> Yes <input type="radio"/> No			

STEP 4

ETSU1020-15 Foundations Of Student Success

	Student Name	At-Risk to fail your class or in need of assistance?	How Many Absences?	Current Grade	Comments
1	Anderson, Jon	<input checked="" type="radio"/> Yes <input type="radio"/> No	4	D	Made a D on the quiz and missed 4 out of 7 classes
2	Buck, Mark	<input type="radio"/> Yes <input type="radio"/> No			
3	Campbell, Christy	<input type="radio"/> Yes <input type="radio"/> No			
4	Lowe, Sabrina	<input type="radio"/> Yes <input type="radio"/> No			
5	Wallace, Tom	<input type="radio"/> Yes <input type="radio"/> No			

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

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

USE THIS BUTTON

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 re-use 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)

Do not use this button

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:

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 Jennifer Rice 439-4899 ricejm@etsu.edu