



Early Alert System (EAS)

Welcome to the [UC Denver Early Alert System \(EAS\)](#). While the design of the program is intended to be intuitive and consistent with web-based systems, we have provided some instructions on how to navigate the EA software and how to identify student alerts based on academic performance, class participation and behavior.

Each semester, the Downtown Campus of the University of Colorado Denver conducts a campus-wide program to identify undergraduate students needing assistance from academic and student service offices. The program is called Early Alert and is the result of over two years of planning and testing by faculty, staff and programmers. Your participation in the Early Alert program is crucial to the improved student success and is very much appreciated.

The Performance Contract between the Colorado Commission on Higher Education and the University of Colorado Board of Regents requires the downtown Denver campus to improve student persistence and graduation rates. Freshmen who decide to not return for their second year often make that decision within the first six weeks of their first semester. Providing assistance early in the semester is very important to campus efforts to enhance student persistence and graduation rates. The academic advisor's role in this effort is to contact students during the seventh week of the semester and make appropriate referrals to campus resource offices.

Goals / Benefits

- Identify students needing assistance early in the semester
- Utilize both academic and student support offices to assist students
- Lower students going on academic probation
- Ultimately improve student retention and graduation rates

Early Alert Features

- Provides a quick and easy web-based interface for instructors
- Provides more detailed alert information from instructors
- Consolidates and summarizes student, course and Alert data for advisors
- Provides method for advisors to prioritize Alerts they are assigned
- Provides methods for group contact messages
- Provides information to Student Support offices to assist engaging students in Early Alert

Thank you for your participation!

Early Alert Access

The EA System may be accessed from on-campus or off-campus computers. Staff using a home computer should have a high speed Internet connection. It is also advised to use a full screen view to minimize scrolling.

Early Alert log-in is accessed through the UC Denver Undergraduate Experiences web site for Early Alert. The direct URL for the Undergraduate Experiences Early Alert page is given below, or you can navigate to the Undergraduate Experiences home page, click on "Learn More about Early Alert", then click on Early Alert Log-In.

Undergraduate Experiences

Welcome to the Office of Undergraduate Experiences!

The mission of Undergraduate Experiences is to enhance student learning by providing access to high quality and innovative programs for all UC Denver undergraduate students. Undergraduate Experiences embraces the First-Year Experience that supports academic excellence and student engagement during the culture transition from high school to the university environment. Undergraduate Experiences supports the recruitment and retention of undergraduate students across academic and student support units.

Foundations of Excellence® in the First College Year

FoE enhances UC Denver's ability to realize excellence in goals of student learning, success, and persistence. The product of the FoE program is a strategic action plan for the beginning college experience at the University of Colorado Denver.

First-Year Experience

The First Year Experience (FYE) is a comprehensive approach to ensure first year students make a successful transition to college.

[Learn more about the First-Year Experience](#)

University Honors and

Early Alert System

The Early Alert program is designed for faculty to identify students in the 5th-6th week of the semester who need assistance because of academic performance, class participation, and/or behavior issues.

[Learn more about Early Alert](#)

<http://www.ucdenver.edu/student-services/resources/ue/early-alert/Pages/default.aspx>

The screenshot shows the 'Undergraduate Experiences' website. On the left, a 'Quick Links' sidebar contains a list of links under the 'Early Alert' heading. The 'Early Alert Log-In' link is circled in blue. Below the sidebar are three image-based navigation buttons: '1st Year Experience', 'Honors & Leadership', and a partially visible one. The main content area features a large photograph of a university building. Below the photo is the title 'Undergraduate Experiences' and the subtitle 'Student Tracking Early Alert Retention (STEAR) System'. A blue banner highlights the 'Fall 2010 Early Alert' dates: 'Monday, 20 September, through Wednesday, 29 September (5:00 pm)'. Below this is the section 'Information About Early Alert', which describes the program's purpose. At the bottom of this section, the 'Early Alert Log-In' link is also circled in blue.

Start the Early Alert log-In procedures.

Early Alert Log-In Instructions

Early Alert log-in is a two-step process to ensure the highest level of security for student information.

Step One

From the UC Denver 'university' domain, you will see the following pop-up screen.

Enter your standard username.

Your standard username is the same username used to log-in to your UC Denver e-mail account and office computer. For John Smith, this would typically be: jsmith

Enter your standard password.

Your standard password is the same password used to log-in to your UC Denver e-mail account and office computer.

Step Two

After the UC Denver log-in, Early Alert users must pass through a secondary log-in using their faculty (employee) ID, or EID.

The first three digits (000) of your staff ID have been pre-coded.

Enter the remaining six digits of your Employee ID.

Successful log-in will bring up the Early Alert Main page, and the Early Alert process can begin.

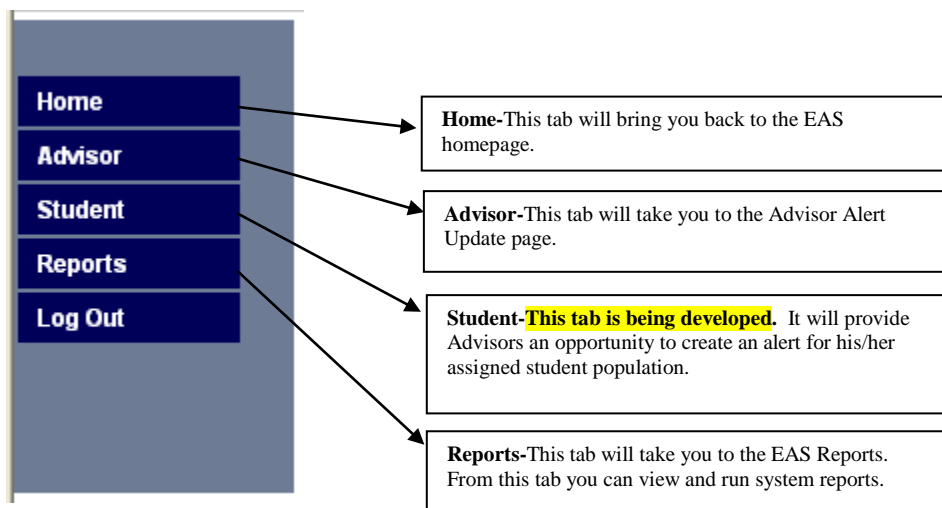
Main (Home) Page Advisor Button

From the EAS home page, select the Advisor button (upper left-hand side). When the Advisor button is selected, alerts that are assigned to you are displayed.



Advisor Alert Update Page

Upon opening the Advisor Alert Update Page, you will notice a set of tabs (on the left) that will help you navigate your way through the EA System. Most of your actions will be limited to the "Advisor" Tab.



Advisor Alert Update Page (cont.)

Student Names initially appear in alphabetical order. If you choose **to change the alert order**, you can click on any of the column headings (Auto Referral, Referred, Completed, Last Name, Full Name, ID, Major, Class, GPA, **Quality Hours-CU Earned Hours, Attempted Contact-Number of times advisor has attempted to contact student**, Responded, Last Contact, Status, Advisor, #Alerts and Priority). The page will be sorted by the data in the column selected. To reverse the sort order, (ascending to descending) click again.

Advisor Alert Update Process Alerts

Expand All | Email Selected Students | Show My Alerts | Show Alerts for My Group | Show Unassigned Alerts

Filter: Last Name | Student Group: All | Go | Show All | Number of records per page: 25 | 203 items in 9 pages

Email	Auto Ref.	Ref.	Completed	Last Name	Full Name	ID	Major	Class	GPA	Qual. Hours	Att'd Contact	Resp'd	Last Contact	Status	Advisor	# Alerts	Priority
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boyd	Kate Abbott	830 233	SO	0	0	0	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alidi	Mary Ahadi	810 488	BIOL-BS	SR	3.25	40	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alidi	Mary Ahadi	810 471	BIOL-BS	SR	3.307	46	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alabi	Alexis Alabi	830 303	BIOL-BS	JR	3.064	33	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aljawi	*Harun Aljawi	830 193	BIOL-BS	JR	2.507	75	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alin	Alexis Alin	995 120	CHEM-BS	SO	0	0	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alayan	Mohamed Alayan	830 130	BIOL-BS	FR	2.919	20	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alady	Nancy Alady	830 180	FR	0	0	0	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	Vet	<input type="checkbox"/>	Alalmai	*Alexis Alalmai	830 122	PSYC-BA	JR	2.708	89	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	DTI	<input type="checkbox"/>	Alalet	Melissa Alalet	830 194	ANTH-BA	JR	1.846	10	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alustine	Kathleen Alustine	830 116	PSYC-BS	SR	3.392	36	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alaley	*Rebecca Alaley	830 170	PSYC-BA	SO	2.95	30	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alerte	Rachel Alerte	850 130	PSYC-BA	FR	2.725	24	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	2	
>	<input type="checkbox"/>	Scholar	<input type="checkbox"/>	Alhe	*Rachael Alhe	810 138	BIOL-BS	SO	2.641	58	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alum	Cailey Alom	830 103	BIOL-BS	SO	2.664	14	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	DTI, Scholar	<input type="checkbox"/>	Alrd	Kate Alrd	830 103	BIOL-BS	JR	0	0	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	

If your alerts do not fit on a single page, the number of pages and total number of alerts are listed at the top and bottom of the Process Alerts page. You have the option to choose how many alerts are displayed per page.

Top view

Expand All | Email Selected Students | Show My Alerts

Filter: Last Name | Student Group: All | Go | Show All | Number of records per page: 25 | 203 items in 9 pages

Email	Auto Ref.	Ref.	Completed	Last Name	Full Name	ID
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alott	Kate Abbott	830 233
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alidi	Mary Ahadi	810 488

Bottom view

>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alotiec	Agata Piotrowiec	830 11	BIOL-BS	JR	2.12	10	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	
>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alotier	Tore Osler	810 11	BIOL-BS	SO	2.578	41	0	<input type="checkbox"/>		Submitted	Brett Lagerblade	1	

Page size: 25 | 202 items in 9 pages

Show Unassigned Alerts

Number of records per page: 25

Status	Completed	Advisor	# Alerts	Priority
Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1	50
Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1	100
Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1	All

Advisor Alert Update Page (cont.)

Prioritizing-You have the option of assigning levels of priority to each student by right clicking your mouse on the **Priority column**. There are three Color Coded options; Low, Medium, and High. Low is green, Medium is yellow, and High is Red. For example, Probation/Suspension students might be considered "High" priority.

GPA	Quality Hours	# Alerts	Priority
3.000	3.0	1	Low
2.556	68.0	1	
2.256	32.0		
2.659	123.0		
3.133	9.0		
0.000	0.0		
2.500	26.0		

Initially, when you open the Advisor Alert Page, alerts that are assigned to you are displayed. **To see the alerts for your advising group/office**, click on the Show Alerts for my Group button.



Alerts from a previous Term

If a student has been alerted before an "*" will appear next to the students' full name.

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SERWADDA	SERWADDA	995218140	BIOL	FX	VASQUEZ	2.500	26.0	1	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	SIKANDARPUR	*SY...	830	'1	CHEM	SO	TRISHIA VASQUEZ	2.029	38.0	1

Search- Advisors have the option to scroll through the list of alerts, or to **search** for a student using the filter option. Search options include Last Name, Full Name, Student ID, Course, Alert Date, and Advisor.

Filter: Last Name Student Group: All Go Show All

Change: 6 7 8 > | Displaying page 1 of 8, items 1 to 25 of 192.

Change	Last Name	Full Name	ID	Major	Class	GPA	Qua		
<input type="checkbox"/>	AE	E	MELI	RLE	810	310	PSYC	SO	2.688

1. **Choose Filter Type:** Last Name, Full Name, SID, Course, Alert Date or Advisor.
 2. Click on the 'Go' button to start the search.
- To restore the full list, click on the "Show All" button.

Advisor Alert Update Page (cont.)

Student Group Filter-This Filter includes a list of specific on campus Student Support Groups (Office of International Education-AT, Denver Transfer Initiative-DTI, Pre-Collegiate (matriculated UC Denver students; previous pre-collegiate participation)-PCOL, Student Support Services-SSS/TRIO, Veteran's Affairs-VET, Aurora Lights, the Scholarship Resource Office and University Honors and leadership-UHL). You should utilize this feature to identify if any of your alerted students are part of these groups. These groups will play an important role in providing these students with additional support. **IN ADDITION TO THE SERVICES YOU WILL PROVIDE FOR THESE STUDENTS IT IS IMPORTANT THAT ONE OF YOUR REFERRALS IS TO THE STUDENT'S ASSIGNED SUPPORT GROUP (S).** **Please see "General Roles and Responsibilities" handout for special services and options for these students.

Auto Referral Column -This feature will help advisors determine if a student belongs to a specific on campus Student Support Group at a glance.



Expand All Email Selected Students Show My Alerts

Filter: Last Name Student Group: All Go Show All

Change page: < 1 2 3 4 5 > | Displaying page 1 of 5, items 1 to 25 of 11

Email	Auto Ref.	Ref.	Completed	Last Name	First Name	Student Group	Major	Class
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	Kat	All		SO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	Ma	Office of International Education		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	*Ma	Aurora Lights		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	Ami	Denver Transfer Initiative		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	*Ha	EOP		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	Aly	Pre-Collegiate		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	ayan	Army ROTC		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	*Ale	Scholarship Resource Office		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	leta	TRIO (SSS)		BIOL-BS SR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	leta	UHL Honors & Leadership		BIOL-BS SR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Al	leta	Veteran's Affairs		BIOL-BS JR

Once you have selected the group of students you want to look at, you must select the "Go" button. If you do not have any students who are part of these groups you will see a blank page.

To get back to a complete list of your alerts, select the "Show All" button.

Advisor Alert Update Page (cont.)

You have the option of **viewing more detailed information** (initially) about each student from the Advisor Update Page. You can choose to click on the "+" icon on the left of each students' name or by clicking on the "Expand All" button.

Expand All Email Selected Students Show My Alerts Show Alerts for My Group Show Unassigned Alerts

Filter: Last Name Student Group: All Go Show All

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 25 of 30.

Email Ref.	Auto Ref.	Ref.	Last Name	Full Name	ID	Major	Class	GPA	Qual. Hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAMORA	TAR. SAMORA	8303274	BIOL	SO	3.15	13.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANDERS	DEOR. SANDERS	8303456	ENGL	SO	2.75	12.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANTAMARIA	HAN. SANTAMARIA	8104237	PRMD	FR	3.32	13.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCHOFIELD	KAR. HOFIELD	8303284	SPAN	SR5	2.38	75.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SCHULTZ	*DAN. SCHULTZ	8303911	PSYC	SO	1.00	6.0
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SE...	RES. ...	9957124	PSYS	SO	2.38	57.0

"+" Icon View

Expand All Email Selected Students Show My Alerts Show Alerts for My Group Show Unassigned Alerts

Filter: Last Name Student Group: All Go Show All Number of records per page: 25

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 25 of 30.

Email Ref.	Auto Ref.	Ref.	Last Name	Full Name	ID	Major	Class	GPA	Qual. Hours	Att'd Contact	Resp'd	Last Contact	Status	Completed	Advisor	# Alerts	Priority							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SAMORA	TAR. SAMORA	8303274	BIOL	SO	3.15	13.0	<input type="checkbox"/>	<input type="checkbox"/>		Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1								
<table border="1"> <thead> <tr> <th>Course Section</th> <th>Alert Comments</th> <th>Faculty Notes</th> <th>Alert Date</th> </tr> </thead> <tbody> <tr> <td>CHEM2031002</td> <td>Performance, Low test or quiz scores</td> <td>on the first exam</td> <td>2/20/2009 10:53:17 AM</td> </tr> </tbody> </table>																	Course Section	Alert Comments	Faculty Notes	Alert Date	CHEM2031002	Performance, Low test or quiz scores	on the first exam	2/20/2009 10:53:17 AM
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CHEM2031002	Performance, Low test or quiz scores	on the first exam	2/20/2009 10:53:17 AM																					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANDERS	DEOR. SANDERS	8303456	ENGL	SO	2.75	12.0	<input type="checkbox"/>	<input type="checkbox"/>		Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SANTAMARIA	HAN. SANTAMARIA	8104237	PRMD	FR	3.32	13.0	<input type="checkbox"/>	<input type="checkbox"/>		Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1								

"Expand All" button view -If you choose to click on the "Expand All" button, the system usually takes a few seconds to update.

To get back to the normal view of the Advisor Alert Update page, click on the "Collapse All" button.

Advisor Alert Update Process Alerts

Collapse All Email Selected Students Show My Alerts Show Alerts for My Group Show Unassigned Alerts

Filter: Last Name Student Group: All Go Show All Number of records per page: 25

Email Ref.	Auto Ref.	Ref.	Completed	Last Name	Full Name	ID	Major	Class	GPA	Qual. Hours	Att'd Contact	Resp'd	Last Contact	Status	Advisor	# Alerts	Priority											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ARCHER	HARRISON ARCHER	830030450	MUSC	SR	2.412	113.0	<input type="checkbox"/>	<input type="checkbox"/>	9/8/2009	Initiated Contact	Sue (Test) DeRose	1												
<table border="1"> <thead> <tr> <th>Course Section</th> <th>Alert Comments</th> <th>Faculty Notes</th> <th>Alert Date</th> </tr> </thead> <tbody> <tr> <td>BIOL1550001</td> <td>Performance, Poor Writing Quality, Poor Assignment Quality</td> <td>Test note from Sue 9/7/09</td> <td>9/8/2009 8:24:37 PM</td> </tr> </tbody> </table>																	Course Section	Alert Comments	Faculty Notes	Alert Date	BIOL1550001	Performance, Poor Writing Quality, Poor Assignment Quality	Test note from Sue 9/7/09	9/8/2009 8:24:37 PM				
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BADREAU	CHANEL BADREAU	010014188	COMM	FR	3.388	24.0	<input type="checkbox"/>	<input type="checkbox"/>		Submitted	Sue (Test) DeRose	2												
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	BITTEL	JULIE BITTEL	030352409	PRMU	SO	3.700	6.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/8/2009	Referred	Sue (Test) DeRose	1												
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BIOL1550001	Performance,	Test by Sue 09/08/09.	9/8/2009 8:36:59 PM																									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DUMPE	JENNALYN DUMPE	030289472	PSCI	SO	3.243	50.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9/9/2009	Initiated Contact	Sue (Test) DeRose	1												
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NGUYEN	DUY NGUYEN	810822059	BIUD	SO	3.898	50.0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/8/2009	Contacted	Sue (Test) DeRose	1												
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NSUMBA	SILVA NSUMBA	810707914	COMM	SO	2.655	42.0	<input type="checkbox"/>	<input type="checkbox"/>		Submitted	Sue (Test) DeRose	1												
<table border="1"> <thead> <tr> <th>Course Section</th> <th>Alert Comments</th> <th>Faculty Notes</th> <th>Alert Date</th> </tr> </thead> <tbody> <tr> <td>BIOL1550001</td> <td>Performance, Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade</td> <td>Test Alert 9/8/09 by Sue. Edited and note added.</td> <td>9/8/2009 8:25:48 PM</td> </tr> </tbody> </table>																	Course Section	Alert Comments	Faculty Notes	Alert Date	BIOL1550001	Performance, Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade	Test Alert 9/8/09 by Sue. Edited and note added.	9/8/2009 8:25:48 PM				
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BIOL1550001	Performance, Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade	Test Alert 9/8/09 by Sue. Edited and note added.	9/8/2009 8:25:48 PM																									

Advisor Alert Update Page (cont.)

Sending E-mail

To e-mail students you must select students to e-mail, by clicking the checkbox under "E-mail" or by clicking on individual students. If you choose to utilize the "E-mail" box all students on that page will be sent an e-mail. If you want to e-mail all of your students at once, set the page to display "All" by clicking on the "Number of records per page" option. The system will send an e-mail to 50 students per message. For example, if you have 150 alerted students, 3 e-mail messages will be created automatically in Microsoft Outlook.

Once you have selected the students you want to e-mail, you can click on the "E-mail Selected Students" button.

Email	Auto Ref.	Ref.	Last Name	Full Name	ID	Major	Class	GPA	Qual. Hours	Att'd Contact	Resp'd	Last Contact	Status	Completed	Advisor	# Alerts
<input type="checkbox"/>	<input type="checkbox"/>	S	LORA	TRISHIA LORA	83	BIOL	SO 3	5	13.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	DEERS	DEIDRA DEERS	83	ENGL	SO 2	5	12.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	TAMARIA	HANNAH TAMARIA	81	PRMD	FR 3	2	13.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	OFIELD	KIM OFIELD	83	SPAN	SR5 2	8	75.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	ULTZ	CHRISTINA ULTZ	83	PSYC	SO 1	0	6.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	SECK	REBECCA SECK	99	PSYS	SO 2	8	57.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	VERS	KATHERINE VERS	81	PRPH	FR 2	5	13.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	LITU	TAMARA LITU	83	CHEM	SR 1	4	49.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	MAEV	TRISTAN MAEV	83	BIOL	SR5 2	3	124.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	MVEL	REBECCA MVEL	81	SOCI	JR 3	8	78.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	A	ALYSSA SILVA	83	COMM	SO 0	0	0.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1
<input type="checkbox"/>	<input type="checkbox"/>	S	H	TERESA H	81	PSYS	SO 3	0	37.0				Submitted	<input type="checkbox"/>	TRISHIA VASQUEZ	1

Use the selection boxes in the first column to add or remove checks from the "to be emailed list."

Message: Untitled - Message (HTML)

To: Vasquez, Trishia

Cc: shantel.sandoval@ucdenver.edu; johanna.sandoval@ucdenver.edu; courtney.sauter@ucdenver.edu; brenton.schultz@ucdenver.edu; daniel.schulze@ucdenver.edu; bennh.schumann@ucdenver.edu; leah.scuruda@ucdenver.edu; syed.sikandar@ucdenver.edu; melissa.silva@ucdenver.edu; kelly.sloel@ucdenver.edu; randi.sloan@ucdenver.edu; amy.e.smith@ucdenver.edu; amber.strandberg@ucdenver.edu; mark.suarez@ucdenver.edu; maimoona.tanzeer@ucdenver.edu; jeannette.tardy@ucdenver.edu; michael.tavler@ucdenver.edu; kathy.thai@ucdenver.edu; kathlene.toft@ucdenver.edu; naomy.torres@ucdenver.edu; khano.tran@ucdenver.edu; thuy-vu.tran@ucdenver.edu

Subject:

Note: When you send a group email, the email is addressed to you and all students are BCC'd. In this manner the student's privacy is protected.

Processing an Alert

To process an alert, **click on the Student Last Name**. The Advisor Update Form will open.

Advisor Update Form

The top section with the light blue background contains the student information. Most of this data is loaded from ISIS. **Note:** If a student has two e-mail addresses or two phone numbers listed in ISIS all information will be listed in this section.

The screenshot shows the top section of the 'Advisor Update Form' for a student named Maryam. The form is titled 'Advisor Update Form' and contains the following information:

Student Information:		
Mar [redacted] radi 2725 Quail Cree [redacted], Broomfield, CO 80023	Student ID #810 [redacted] 488	Last Update: 9/19/2010
Telephone Number: 303/ [redacted] 9254	Advisor: Brett Lagerblade	
E-mail Address: MARYAM.A [redacted] JCDenver.edu		
College: CLASU	Quality Hours: 40	Tentative Graduation: N
Major 1: BIOL-BS	Cumulative Credits Earned: 94	PS: N
Major 2:	Institution Earned Hours: 40	AT: N
Cumulative CU GPA: 3.25	Transfer Credits: 54	FA: N
Classification: SR	Term Attempted Hrs.: 11	Privacy: Y

The bottom section of the Advisor Update Form contains the students' current course schedule.

The screenshot shows the bottom section of the 'Advisor Update Form' for a student named Shantell. The form is titled 'Advisor Update Form' and contains the following information:

Student Information:		
SHAI [redacted] A [redacted]	Student ID #810 [redacted] 27	Last Update: 9/8/2008
Telephone Number: (303)856-7000	Advisor: TRISHIA VASQUEZ	
E-mail Address: SHANTELL [redacted] .CUDENVER.EDU		
College: LA	Quality Hours: 3.0	Tentative Graduation: N
Major 1: PRDE	Credits Earned: 3.0	PS: N
Major 2:	CU Earned Hours: 3.0	AT: N
Cumulative CU GPA: 3.00	Transfer Credits: 0	FA: N
Classification: FR	Term Attempted Hrs.: 15	Privacy: N

Course/Alerts | Contact | Workflow

Email Student | Email Selected Instructors

Course Schedule	Instructor	Alert Information	Notes	Alert Status	Email
<input type="checkbox"/> BIOL2051001	CHARLES FERGUSON	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade		Initiated Contact	<input type="checkbox"/>
	charles.ferguson@ucdenver.edu				
<input type="checkbox"/> BIOL2071003	MEHTAP CANASTAR				<input type="checkbox"/>
	mehtap.canastar@ucdenver.edu				
<input type="checkbox"/> CMMU2101006	DAVID STROUSBERG				<input type="checkbox"/>
	david.strousberg@ucdenver.edu				
<input type="checkbox"/> ENGL1020018	DANIEL YOCKEL				<input type="checkbox"/>
	daniel.yockel@ucdenver.edu				

Advisor Update Form (cont.)

There are **three** tabs in the Advisor Update Form; **Course/Alerts**, **Contact** and **Workflow**.

Advisor Update Form

Student Information:

SHANTELL AL	Student ID #810000107	Last Update: 9/8/2008
Telephone Number: (303)856-7000		
E-mail Address: SHANTELL@UCDENVER.EDU	Advisor: TRISHIA VASQUEZ	
College: LA	Quality Hours: 3.0	Tentative Graduation: N
Major 1: PRDE	Credits Earned: 3.0	PS: N
Major 2:	CU Earned Hours: 3.0	AT: N
Cumulative CU GPA: 3.00	Transfer Credits: 0	FA: N
Classification: FR	Term Attempted Hrs.: 15	Privacy: N

Course/Alerts | Contact | Workflow

Email Student | Email Selected Instructors

Course Schedule	Instructor	Alert Information	Notes	Alert Status	Email
<input type="checkbox"/> BIOL2051001	CHARLES FERGUSON	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade		Initiated Contact	<input type="checkbox"/>
charles.ferguson@ucdenver.edu					
<input type="checkbox"/> BIOL2071003	MEHTAP CANASTAR				<input type="checkbox"/>
mehtap.canastar@ucdenver.edu					
<input type="checkbox"/> CMMU2101006	DAVID STROUSBERG				<input type="checkbox"/>
david.strousberg@ucdenver.edu					
<input type="checkbox"/> ENGL1020018	DANIEL YOCKEL				<input type="checkbox"/>
daniel.yockel@ucdenver.edu					

1) Course / Alerts Tab

This is a list of the students' courses for the term. Alert data follows the course and Instructor. Two fields display the alert data the instructor entered.

- **Alert Information** contains the Type (Participation, Performance, Behavior) and Comments.
- **Notes** – Any notes written by the instructor.

New Alerts show the **Alert Status** of "Submitted". When you send an email from the Advisor Update Screen, the Alert Status will show "Initiated Contact".

Course/Alerts | Contact | Workflow

Email Student | Email Selected Instructors

Course Schedule	Instructor	Alert Information	Notes	Alert Status	Email
<input type="checkbox"/> BIOL2051001	CHARLES FERGUSON	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade		Initiated Contact	<input type="checkbox"/>
charles.ferguson@ucdenver.edu					
<input type="checkbox"/> BIOL2071003	MEHTAP CANASTAR				<input type="checkbox"/>
mehtap.canastar@ucdenver.edu					
<input type="checkbox"/> CMMU2101006	DAVID STROUSBERG				<input type="checkbox"/>
david.strousberg@ucdenver.edu					
<input type="checkbox"/> ENGL1020018	DANIEL YOCKEL				<input type="checkbox"/>
daniel.yockel@ucdenver.edu					

2) Contact tab

All advisor actions are in the contact tab. You will find that most of the data is pre-loaded from ISIS; however, data shown for **Tentative Graduation, Academic Standing, Financial Aid, Privacy, Additional Phone (Non ISIS phone) and Additional Email (Non ISIS email)** are advisor entered, not ISIS loaded.

Advisor Update Form

Student Information:

Mar [redacted] hadi	Student ID #810...3488	Last Update: 9/19/2010
2725 Quail Creek [redacted] roomfield, CO 80023		
Telephone Number: 303# [redacted] 9254		
E-mail Address: MARYAM.AH [redacted] Denver.edu	Advisor: Brett Lagerblade	
College: CLASU	Quality Hours: 40	Tentative Graduation: N
Major 1: BIOL-BS	Cumulative Credits Earned: 94	PS: N
Major 2:	Institution Earned Hours: 40	AT: N
Cumulative CU GPA: 3.5	Transfer Credits: 54	FA: N
Classification: SR	Term Attempted Hrs.: 11	Privacy: Y

Course/Alerts | **Contact** | Workflow

Save Close

Group	Details	User	Date
No records found			

Contact Referral Status Reassign

[Select Action] [Select Resource] [Select Status] [Select Advisor]

Tentative Graduation: Standing: P S G FA: Privacy:

Additional Phone: [] Additional Email: []

Notes:

- Advisor Notes: Notes shared internally with your advising group
- Referral Notes: Notes for ALL referral offices and for your Advising Group

Font Name Real fon

Save Close

a) Contact Options

Course/Alerts | **Contact** | Workflow

Save Close

Group	Details	User
No records found		

Contact Referral Status Reassign

[Select Action] [Select Resource] [Select Status] [Select Advisor]

Use the drop down list to select the contact type.

Dates: The system will enter the current date if another date is not entered.

Standing: P S G FA: Privacy:

Non-SIS Email: []

Notes shared internally with your advising group

Notes for ALL referral offices and for your Advising Group

Font Name Real fon

Save Close

b) Referral Options:

The screenshot shows the 'Advisor Update' form. A dropdown menu is open, displaying a list of referral options. The options include: Admissions Office, Arts & Media Advising, Bursar's Office (SSC), Business School Advising, Career Services, Center for Ed. Opportunity, CLAS Advising Office, Cooperative Education, Counseling Center, CUonline, Denver Transfer Initiative, Departmental Advisor, Disability Resources & Services, Education Advising, Engineering Advising, Faculty (Instructor of Record), Financial Aid Office, Gay, Lesbian, Bisexual, Transgender, Health Careers Advising, Housing - Campus Village and Learning Resource Center, Learning Resource Center, Math Learning Center, MERC Lab /UCD Math Lab, Office of International Education, Pipeline Program, Pre-Collegiate Scholars, Public Affairs Advising, Records /Registrar, and Student Advocacy Center. The form also includes fields for 'E-mail Address', 'College', 'Major 1', 'Major 2', 'Cumulative CU GPA', and 'Classification'. There are 'Save' and 'Close' buttons at the bottom of the form.

Referral: Use the drop down list to select the referral office, group or item. If you refer a student to more than one resource you must click on the referral resource and utilize the **“Save”** icon each time.

Dates: The system will enter the current date if another date is not entered.

c) Status Options:

The screenshot shows the 'Referral' and 'Status' sections of the form. The 'Referral' section has a dropdown menu labeled '[Select Resource]' and radio buttons for 'Standing' (P, S, G). The 'Status' section has a dropdown menu labeled '[Select Status]' which is open, showing a list of status options: Submitted, Processing, Contacted, Referred, Completed, Closed/System, Withdrawn, Initiated Contact, Referral Closed, and Follow-up Needed. There are 'Save' and 'Close' buttons at the bottom of the form.

Status: Many status options are automatically updated as advisors process the alerts.

Other status options, such as Withdrawn, Completed and Closed must be selected by the advisor.

Dates: The system will enter the current date if another date is not entered.

d) Reassign Option:

The screenshot shows a 'Reassign' dropdown menu. At the top, there is a search box and a 'Reassign' label. Below it, a dropdown menu is open, showing a list of advisor names. The first two items are '[Select Advisor]'. The list includes: Coffey, Sheryl; COHAIT, DICCON; DeRose, Sue (Test); Esparza, Jamie; Hamilton, Sneha; HAMINGTON, STEPHANIE; HARDY, BRENDAN; HEARON, DENESHIA; HEI, HIMOL; HUNTER, KARIN; KELLOGG, BETHANY; LAGERBLADE, BRETT; LEBERER, DENISE; LORE, PEGGY; MORALES, MARLENA; MORKEH, CAROL; PATSEY, JOHN; Postma, Janet; RAKOWSKI, PAUL; RODRIGUEZ, Regina; SCHWEINFEST, JEFFREY; STEVENS, KELLI; VASQUEZ, TRISHIA. To the left of the dropdown, there is a 'Real fon' dropdown menu.

Reassign: If an alert was assigned to you in error, or if you need to assign a student to another advisor, use the Reassign drop down list

All current College Advisors, Academic Success and Advising Center Advisors and the Post-Secondary Coordinator will be listed.

Dates: The system will enter the current date if another date is not entered.

e) Notes Options:

Advisors should utilize the "Notes" section of the system to track progress with a student, as well as alert actions and referrals. In the current system there are two types of Notes:

- 1) **General Notes** (this will read "Advisor Notes" on your system)-These notes are shared internally with your Advising Group only. Referral Offices **can't** see these notes. **Utilize the "Save" icon after entering your notes.**
- 2) **Referral Notes**-These notes are intended for Referral Offices (SSS/TRIO, PCOL, AT, VET, DTI etc.) and can also be seen by your Advising Group. This provides you with the opportunity to provide some background and an explanation for the referral. **Utilize the "Save" icon after entering your notes.**

The screenshot shows the 'Notes' section of the system interface. At the top, there are dropdown menus for 'Select Advisor' and 'Select Status'. Below these are fields for 'Tentative Graduation', 'Standing' (with radio buttons for P, S, G), 'FA', and 'Privacy'. There are also fields for 'Non-SIS Phone' and 'Non-SIS Email'. The 'Notes' section has two radio button options: 'Advisor Notes: Notes shared internally with your advising group' (which is selected) and 'Referral Notes: Notes for ALL referral offices and for your Advising Group'. Below the notes options is a rich text editor with a toolbar containing icons for bold, italic, underline, and text color, along with a 'Font Name' dropdown and a 'Real fon' dropdown. At the bottom, there are 'Save' and 'Close' buttons. Blue arrows point from the text in the previous block to the 'Notes' section and the rich text editor.

3) Workflow Tab

The workflow tab contains a list of all actions for each Master Alert. The actions are listed in date order as a record.

Course/Alerts Contact Workflow

Past Alerts Export Alert to Excel Export Action to Excel

Group	Details	Notes	User	Date
CHEM1474001	✓ Performance Low test or quiz scores, Missed test or quiz	TEST ALERT BY SUE. STUDENT IS SSS.		9/9/2009

Action Type	Details	User	Action Date
Resource Referral	System Auto Referral	Sue (Test) DeRose	1/1/2008
Attempted Contact	Attempted Contact via Phone	Sue (Test) DeRose	9/9/2009
Attempted Contact	Attempted Contact By Phone	Sue (Test) DeRose	9/9/2009
General Notes	Note written by resource user (sue) Talked to student. Told her to meet with her advisor, Sheryl Coffey.	Sue (Test) DeRose	9/9/2009
Resource Referral	Referred to Student Life Office. Referrall from SSS to SL.	Sue (Test) DeRose	9/9/2009
Contact	Student Responded	Sue (Test) DeRose	9/9/2009

Close

Advisors can choose to edit their **own** Actions by clicking on the pencil icon or the trash can.

Past Alerts Export Alert to Excel Export Action to Excel

Group	Details	Notes	User	Date
BIOL2051001	Low test or quiz scores, Missed test or quiz, Missed late assignments, Absences affecting grade		CHARLES FERGUSON	8/29/2008

Action Type	Details	User	Action Date
Attempted Contact	Attempted Contact via Email	TRISHIA VASQUEZ	9/25/2008

Close

Course/Alerts Contact Workflow

Past Alerts Export Alert to Excel Export Action to Excel

Group	Details	Notes	User	Date
BIOL2051001	Low test or quiz scores, Missed test or quiz, Missed late assignments, Absences affecting grade		CHARLES FERGUSON	8/29/2008

Action Type	Details	User	Action Date
Attempted Contact	Attempted Contact via Email	TRISHIA VASQUEZ	9/25/2008

Details:

Attempted Contact via Email

Action Date: 09/25/2008

Save Cancel

Close

Microsoft Internet Explorer

Are you sure you want to delete this item?

OK Cancel

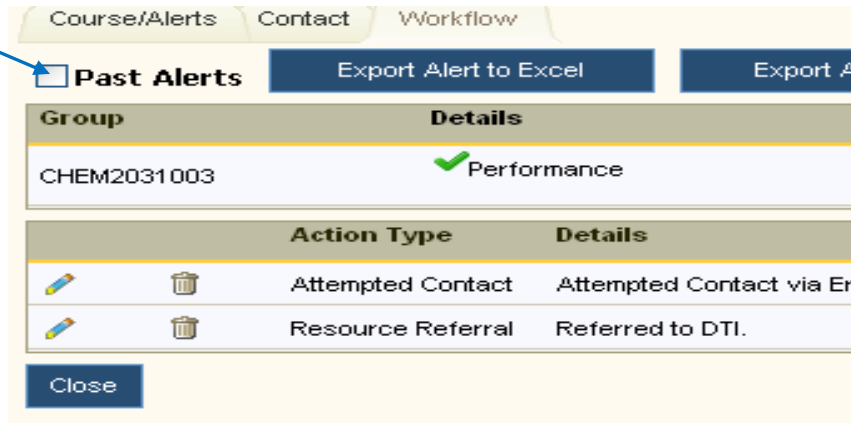
Export Action to Excel

Action Type	Details
Attempted Contact	Attempted Contact via Email

Close

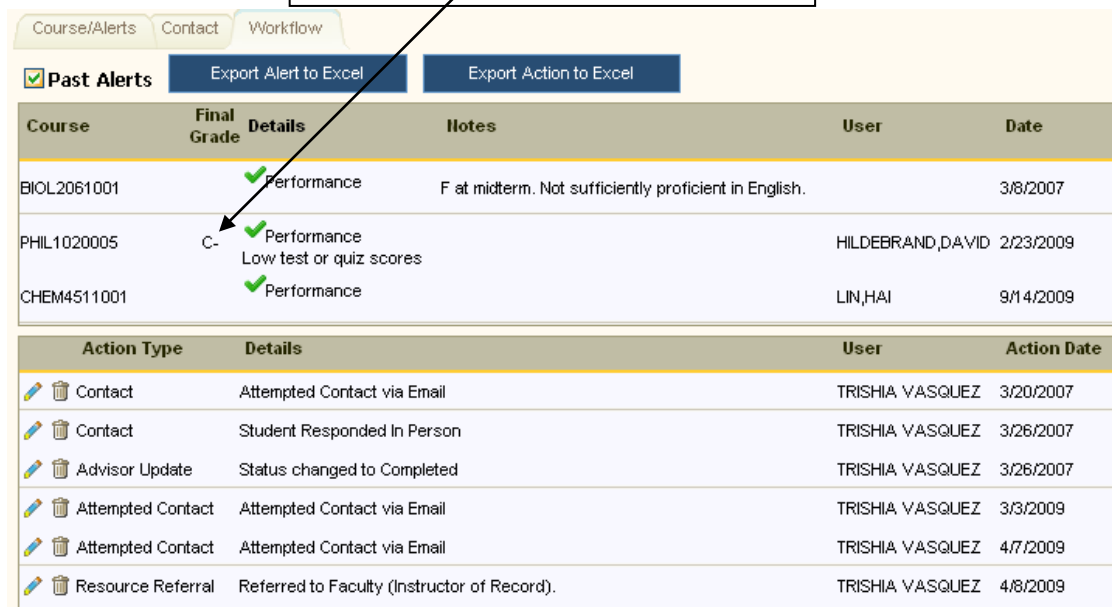
Workflow Tab (Cont.)

The "Workflow Tab" also allows you to see if a student has had **passed alerts**. Simply place your cursor in the "Past Alerts" box and click.

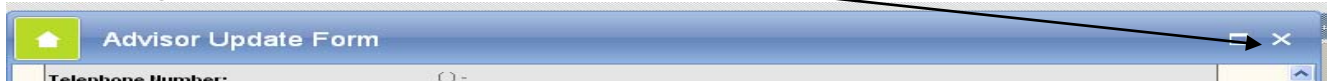


NEW FEATURE!!!

Under the Past Alerts component of the page, background grade data has been loaded.



After your notes have been created and saved, and you have reviewed the workflow tab, simply hit the cancel icon at the top of the Advisor Update Form. You will return to the Advisor Alert Update Page.



Thank you for your Participation!