Welcome to the CU Denver Student Tracking Early Alert Retention (STEAR) system. While the design of the program is intended to be intuitive and consistent with web-based student systems, we have provided instructions on how to navigate the system and process student alerts based on academic performance, class attendance, participation, and behavior.

**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 CU Denver Undergraduate Experiences website for Early Alert: www.ucdenver.edu/ue. Click on the “Early Alert” task bar, then click on Early Alert Log-In.

![Early Alert Log-In](image)

Successful log-in will bring up the ‘Early Alert System’ default page, and now the alert process can begin. If you cannot login, contact the Help Desk: (303) 724-HELP.

If you see the following screen, contact Sue DeRose at suederose@stear-retention.com
Navigating the Early Alert System

From the EA System home page, select the Faculty button (upper left-hand side). When the Faculty button is selected, your ‘Class List’ will be displayed.

The ‘Class List’ will display a list of your course sections in the center of the page for the current term as shown below.

Creating Early Alerts

Click on your selected course section on the ‘Class List’ page, and create an alert for any student on the ‘Class Roster’ page as shown below. Once the ‘Class Roster’ page opens, you will notice that all the students registered in the selected course section are listed in alphabetical (last name) order. Faculty have the option to scroll through the class roster, or search for a student. Search options include Last Name, First Name or Student ID. To create an alert, click on the link for the student (the student’s underlined last name) or on the pencil icon. Also, please note that all student data on this page was extracted from Campus Solutions (CU-SIS). Roster updates are weekly.

If there are no Alerts for students in the class, check the box titled, “I have no alerts at this time” located above the class roster. Selecting No Alerts indicates your participation.
I. The ‘UCD Academic Alert’ screen will be displayed as shown below. Check all the appropriate boxes in each category and add notes as appropriate (please give detailed information for any of your concerns; this will assist the advisors with their follow-up work with students). You must choose at least one option in each section to submit the alert. Error messages will appear if you miss a section. Once you click submit, you will be returned to the ‘Class Roster’ page.

Once an alert is created, the icon adjacent to the student of concern will change from a pencil to a magnifying glass as shown below. If you revisit the alert later in the term, you have the option to update, cancel or delete the alert. The period for faculty to create student alerts is limited to specific dates for each term, usually within the first six-to-eight weeks. Alerts can be viewed, but not altered, after the end date for the faculty alert period.
II. Once an “alert” has been “created,” it will be displayed under the column header entitled “Course Alert Status.” Then under column “Send/View Notes” an icon will appear in the form of a notepad.

III. Once you click on the notepad, a message board will appear allowing you under “Enter New Notes” to send a message to the students’ assigned academic advisor. After the message has been written, click ‘Save,’ and then the advisor will have direct access to your message.

IV. Once ‘Save’ is clicked, your message will appear as sent as well as the date it was sent.

Also, once the student’s academic advisor has followed up with your student or sent you an updated note you will receive an automated email requesting you to login to STEAR to check the notes section.
Checking the Status of Your Alerts

The Early Alert system will also provide you with feedback about the status of alerts that you have submitted. You may log into the system at any time to check the outcome of alerts as shown below. It will indicate whether or not the student has been contacted, and whether or not follow-up is needed. It will also indicate whether or not the student was referred to resources, although it will not give information about the type of resources recommended.

Obtaining Alert Reports

I. The procedure for obtaining an alert report is similar to the above procedure for submitting an Early Alert. Faculty have the option of printing out a summary report of alerts created for students in each of their classes. From the ‘Class List’ screen, select the ‘Print’ option in the far right-hand column as shown below:

II. A ‘Print Course Alerts’ screen will display; this screen provides detailed information on all the alerts you have placed. You have the option to print alerts directly to your printer or export these alerts to an excel spreadsheet as shown below:

Thank you for your participation.

Direct any comments about these instructions or the Early Alert program to Mary Baitinger, at MARY.BAITINGER@UCDENVER.EDU or call the Undergraduate Experiences Office at 303-315-2133.