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 faculty role in this effort is to identify students who may need one, or more, appropriate interventions.

**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 EAS may be accessed from on-campus or off-campus computers. Faculty using a home computer should have a high speed Internet connection. While a dial-up connection may be acceptable for a small class, response times will be considerably longer. It is also advised to use a full screen view to minimize scrolling.

Faculty Eligibility
To be eligible to participate in Early Alert, faculty must: (1) be listed as the primary instructor of record for your specific course/section in the University of Colorado Student Information System (SIS), (2) have an active UC Denver faculty e-mail account, and (3) know his/her faculty (employee) ID number.

To obtain a UC Denver faculty e-mail account (2-3 days), or to retrieve a forgotten username, please contact the ITS help desk, 303-724-HELP (4357), or access the account request form, http://www.ucdhsc.edu/admin/its/forms/ddcaccountrequest.pdf

To obtain your Employee ID, check your faculty picture ID or access the CU system portal, https://my.cu.edu/
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 website 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.

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

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.

Successful log-in will bring up the Early Alert Main page, and the Early Alert process can begin.
Faculty Button
When the Faculty button is selected, your Class List is displayed.
Class List
The Class List produces a list of your classes for the current term.

Note: If the courses shown are not correct, then you are not listed as the instructor of record on SIS. Please contact the appropriate person to update your course information.

Create Alert  Class List

If you do not have any alerts at the current time for an entire class, check the box in the left-hand column, No Alerts.

To bring up the class list, click on the Pencil icon of the course or click on the course section.
Class Roster
When a course is selected, the class roster is displayed.

- Students are listed in Last Name alphabetical order. Faculty can re-order list by clicking immediately to the right of any column title (or click on the last letter of the column title.) Sort will toggle between ascending to descending each time you click.
- For large classes, the instructor can set the number of students displayed per page. Display options are "25", "50", "100" or "All" students.
- Larger classes may have multiple pages.

If there are no alerts for a class, the box "I have no alerts at this time" should be checked. Alerts are tracked per course to build data for long term retention strategy.

The e-mail option in the left-hand column is disabled for the UC Denver Early Alert System.

It is possible that your class roster may include a student not on the EAS class roster. Students from MSCD, concurrent students from Boulder or another institution, graduate students, and some non-degree students are not included in the EA class roster.

Please verify that students attending your class, but not on the EAS class roster, are officially registered (SIS roster).

Please do NOT create an alert for a student who has officially (SIS roster verification rather than student quit attending) dropped the course.

To create an alert for a specific student, click on the pencil icon or the student’s last name.
Class Roster - Search
Faculty have the option to scroll through the class roster, or search for a student. Search options include Last Name, Full Name or SID (Student ID).

If the last name of “Buckingham” is entered, all students with this last name will be listed.
Class Roster – Icons
The class roster contains important icons for Early Alert navigation and additional information.

To create an alert for a student, click on the Pencil icon or the student’s Last Name.

After an Alert has been created for a student, the pencil icon on the Class Roster is replaced with the Alert icon, the magnifying glass. The Alert icon designates that an alert has been generated for a student.

To edit or delete a student alert, click on the Alert icon to bring back the Create New Alert page originally used to create the alert.
Alert Form
When a student is selected for an alert, the Create New Alert screen is displayed.

Alert entries can be created, edited and deleted. The period for faculty to create student alerts is limited to specific dates for each term, typically the fifth and sixth weeks of the semester. Alerts can be viewed, but not altered, after the faculty alert period has ended.

After the alert is created for the specific student, hit the Create button to load the alert information into Early Alert, or hit the Cancel button to clear the alert information.

Student Alert – three quick and easy steps
1. Select Type (required)
2. Select Comments (optional)
3. Select Create or Update (edited alert) button

Instructors MUST check one, or more, of the three Alert Types.

The checking of Select Comments is optional, but highly encouraged. Comments are very helpful to advisors and support staff directing alerted students.

A Note, observed only by the academic advisor, is optional. Spell checking is available.

Thank you for your participation!
Alert Report
Course instructors 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 Report option in the far right-hand column.

A summary report is created. Click on the Export to Excel button to save this report.

The Alert Status is updated as advisors and student services offices contact and work with the student.

Excel report: