



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 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 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 website layout with several key elements:

- Quick Links:** A sidebar menu with "Early Alert" circled in blue. Below it are links for "Early Alert Log-In", "Early Alert Faculty Instructions", "Early Alert Advisor Instructions", "Early Alert Advisor Resource Instructions", and "Early Alert Resource Tool Kit Website".
- 1st Year Experience:** A banner image of a student reading a book.
- Honors & Leadership:** A banner image of students in a classroom.
- Undergraduate Experiences:** The main header with a large image of a university building.
- Student Tracking Early Alert Retention (STEAR) System:** A sub-header for the program.
- Spring 2010 Early Alert:** A blue banner announcing the program from Monday, 15 February, through Wednesday, 24 February (5:00 pm).
- Information About Early Alert:** A text block explaining the program's purpose and participation.
- Early Alert Log-In:** A link at the bottom of the page, also circled in blue.

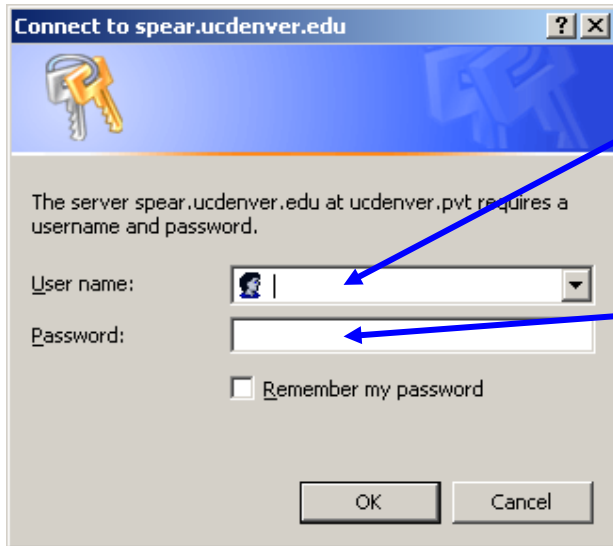
Start the Early Alert log-In procedures.

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.

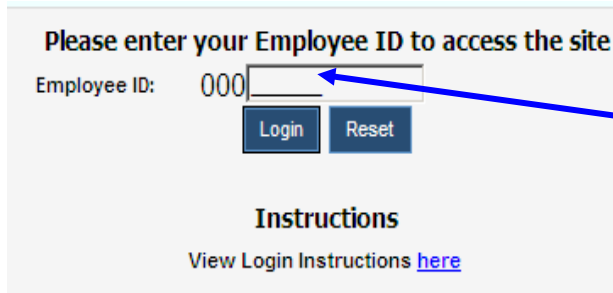
Your standard username is the same username used to log-in to your UC Denver e-mail account and office computer. For John Smith, this would typically be: jsmith

Enter your standard password.

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

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 faculty ID have been pre-coded.

Enter the remaining six digits of your **faculty/Employee ID**

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

Main (Home) Page

Early Alert System

Home
Faculty
Advisor
Resource
Reports
Log Out

Intent of Early Alert

The goal of Early Alert is to improve student persistence, retention and ultimately graduation rates. Research indicates that early intervention for students who are having academic difficulties provides students with a full compliment of assistance options which lead to greater retention.

The University has utilized a manual mid-term grading process for several years. As effective as this process has been, faculty, staff and programmers have spent a year planning and developing an electronic, user-friendly and more efficient Early Alert system to replace the manual mid-term grading process.

The new Early Alert system is designed to:

- Identify students needing assistance earlier in the semester
- Require less faculty time while providing better information for staff follow up
- Create a campus culture of student identification for improved student retention

The faculty role in this effort is to identify students who may need one, or more, appropriate interventions. The staff role is to follow-up on students identified by faculty to provide students with options to assist them in their academic success.

Your participation in Early Alert is integral and very much appreciated!

Early Alert Calendar

- 5th week of the semester: Early Alert begins with faculty entering alerts into the Early Alert System
- End of the 5th week: Last day for faculty to enter alerts. No alerts can be entered starting the 6th week of the semester!
- 6th – 8th week of the semester: Advisors contact students referred by faculty to Early Alert
- End of the 8th week: Advisors have completed initial e-mail attempt to all referred students
- Last day of the semester: EAS closed for the semester

Instructions
View Faculty Instructions [here](#)
View Staff Instructions [here](#)

Help
If you have questions or require further assistance, please contact: John Lanning, Assistant Vice Chancellor of Undergraduate Experiences
john.lanning@cudenver.edu

Calendar
[Click here](#) for the Academic Calendar

Schedule Adjustment
[Click here](#) for the Schedule Adjustment form

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Faculty Button

When the Faculty button is selected, your Class List is displayed.

Early Alert System

Home
Faculty
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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

Faculty Alert Period: 02/27/2008 to 09/22/2008

- Check the box "No Alerts" for a course if you do not have any students to alert at this time.
- Click on the pencil icon to open the class roster.
- Alerts can be created, edited and deleted until the end of the faculty alert period.

Instructor: Admin User [\[Edit\]](#)
 User Name: administrator
 University Email: testuser@testuser.com
 Alternative Email: sue@test.com
 University Phone: 303-556-1234
 Alternative Phone: 303-666-1234

No Alerts	Open Roster	Course Section	Course Description	College	No. of Alerts	Print Report
<input type="checkbox"/>		ANTH2102001	CULTURE AND THE HUMAN EXPERIENCE: GT-SS3	LA	1	Print
<input type="checkbox"/>		CHEM4538001	PHYSICAL CHEM II LAB	LA	4	Print
<input type="checkbox"/>		CHEM4538002	PHYSICAL CHEM II LAB	LA	1	Print
<input type="checkbox"/>		SPAN1020002	BEGINNING SPANISH II	LA	5	Print
<input type="checkbox"/>		SPAN1020003	BEGINNING SPANISH II	LA	5	Print
<input checked="" type="checkbox"/>		SPAN1020004	BEGINNING SPANISH II	LA	0	Print

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.

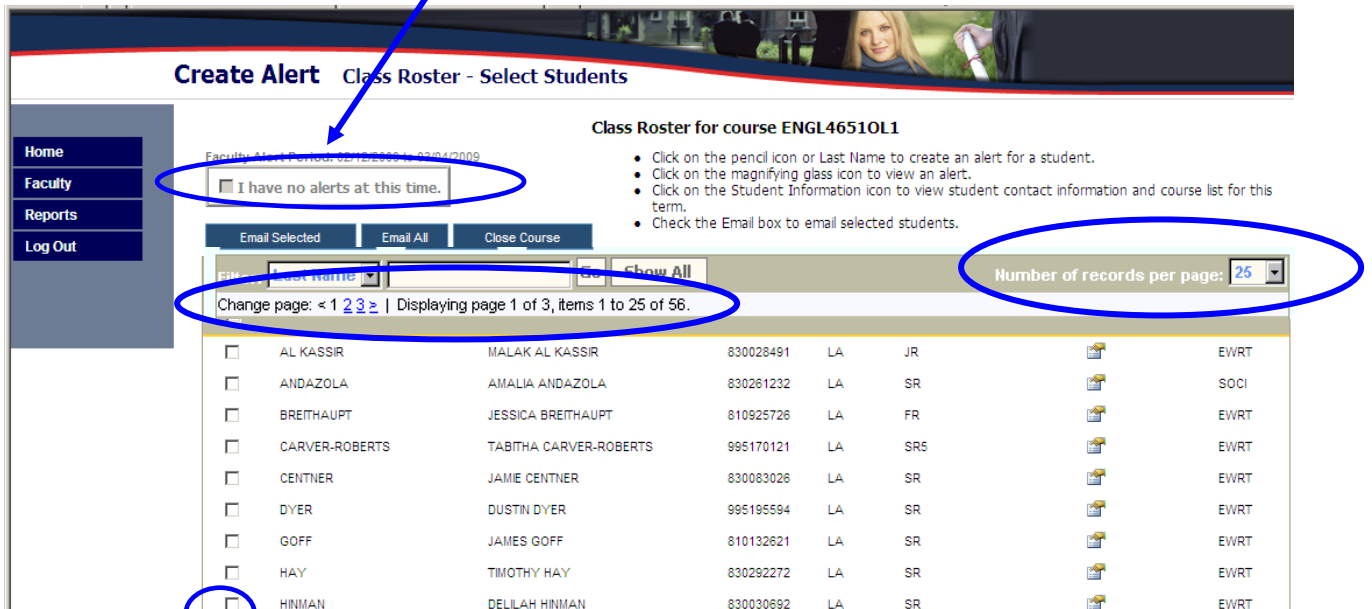
To bring up the class list, click on the Pencil icon of the course or click on the course section.

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)

The screenshot shows the 'Create Alert Class Roster - Select Students' interface. At the top, it says 'Class Roster for course THTR1001OL1'. Below that, it indicates the 'Faculty Alert Period: 02/12/2009 to 03/04/2009' and has a checkbox for 'I have no alerts at this time.' There are buttons for 'Email Selected', 'Email All', and 'Close Course'. A filter dropdown is set to 'Last Name', and a search box contains 'BUCKINGHAM'. A 'Go' button and a 'Show All' button are also visible. A callout box on the right contains the following instructions:

1. Choose Filter Type: SID, Last Name or Full Name.
2. Enter your Search data
3. Click on the 'Go' button to start the search.

To restore the full list, click on "Show All"

If the last name of "Buckingham" is entered, all students with this last name will be listed.

Class Roster for course THTR1001OL1

I have no alerts at this time.

Filter: Last Name





Create/View Alert	Student Information	Last Name	Full Name	Student ID
		BUCKINGHAM	LINDSAY BUCKINGHAM	TEST_50518
		BUCKINGHAM	LINDSEY BUCKINGHAM	TEST_08966

Class Roster – Icons

The class roster contains important icons for Early Alert navigation and additional information.

Class Roster for course THTR1001OL1
 I have no alerts at this time. [Close](#)

Filter: **Last Name** BUCKINGHAM [Go](#) [Show All](#)

Create/View Alert	Student Information	Last Name	Full Name
		BUCKINGHAM	LINDSAY BUCKINGHAM
		BUCKINGHAM	LINDSEY BUCKINGHAM











Pencil Icon
(create a student alert)

Student Information Icon
(more student 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.

Alert Icon
(edit/delete a student alert)

		ANOTHONY	SP	ANTHONY
		BARBEAU	DA	BEAU
		BROWN	CL	
		BUCKINGHAM	LI	BUCKINGHAM
		BUCKINGHAM	LI	BUCKINGHAM

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.

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.

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

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.

No Alerts	Open Roster	Course Section	Course Description	College	No. of Alerts	Print Report
<input type="checkbox"/>		ANTH2102001	CULTURE AND THE HUMAN EXPERIENCE: GT-SS3	LA	1	Print
<input type="checkbox"/>		CHEM4538001	PHYSICAL CHEM II LAB	LA	4	Print
<input type="checkbox"/>		CHEM4538002	PHYSICAL CHEM II LAB	LA	1	Print
<input type="checkbox"/>		SPAN1020002	BEGINNING SPANISH II	LA	5	Print
<input type="checkbox"/>		SPAN1020003	BEGINNING SPANISH II	LA	5	Print
<input checked="" type="checkbox"/>		SPAN1020004	BEGINNING SPANISH II	LA	0	Print

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

↑
Print Course Alerts

Print
Export to Excel

Term: Fall 2009

Course	Student No.	Student Name	College	Alert Type	Alert Status	Comment
BIOL1550001 830	150	HAF ARC	AM	Performance	Initiated Contact	Poor Writing Quality, Poor Assignment Quality
BIOL1550001 810	88	CH ^a BAE	LA	Participation	Submitted	2+ absences, Absences affecting grade
BIOL1550001 830	109	JULI	LA	Performance	Referred	
BIOL1550001 830	172	JENI	P LA	Participation	Initiated Contact	
BIOL1550001 830	358	CHR MEN	LA	Performance, Participation	Submitted	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade, No participation
BIOL1550001 810	359	DUY	BD	Participation	Contacted	No Assignments submitted, 2+ absences, Unprepared for class, Poor participation
BIOL1550001 810	314	SILV	LA	Performance	Submitted	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade
BIOL1550001 810	122	ROE	LA	Performance, Participation	Contacted	Insufficient Subject Background, Poor Assignment Quality, Low test or quiz scores, Poor participation

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

Excel report:

1	A	B	C	D	E	F	G
2	Course	Student No.	Student Name	College	Alert Type	Alert Status	Comment
3	BIOL1550001	830	HARRI	AM	Performance	Initiated Contact	Poor Writing Quality, Poor Assignment Quality
4	BIOL1550001	810	CHANI	LA	Participation	Submitted	2+ absences, Absences affecting grade
5	BIOL1550001	830	JULIE	LA	Performance	Referred	
6	BIOL1550001	830	JENNA	LA	Participation	Initiated Contact	
7	BIOL1550001	830	CHRIS	LA	Performance, Participation	Submitted	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade, No participation
8	BIOL1550001	810	DUY N	BD	Participation	Contacted	No Assignments submitted, 2+ absences, Unprepared for class, Poor participation
9	BIOL1550001	810	SILVA	LA	Performance	Submitted	Low test or quiz scores, Missed test or quiz, Missed/late assignments, Absences affecting grade
10	BIOL1550001	810	ROBIN	LA	Performance, Participation	Contacted	Insufficient Subject Background, Poor Assignment Quality, Low test or quiz scores, Poor participation
11	BIOL1550001	810	ALEXA	LA	Behavior	Initiated Contact	Disrespectful toward others, Disruptive behavior
12	BIOL1550001	830	ANAS	LA	Performance, Behavior	Initiated Contact	Poor English Skills (oral/written), Poor Assignment Quality, Unprepared for class, Non-academic or personal issues
13							
14							
15							