Early Action How-To for Faculty

Welcome! The Office of Student Success Initiatives implements the high-impact practice of Early Action. We ask you to help us identify students that may benefit from additional support. Our team is focused on providing students with holistic support through strengths-based outreach, critical conversations, and triage to student support teams.

If you have any questions about this process, the switch to Inspire, or just want to learn more, please reference our website or email us at student.success@ucdenver.edu. Thank you for your participation in Early Action. We appreciate your partnership and care!

How to Participate in Early Action using Inspire

1. Log in to Inspire with your UCDAccess credentials. Select “Login with Net ID”. If you are unable to log in, please email student.success@ucdenver.edu.
2. Upon login, hover over the left-hand navigation pane and click on Course Alerts. Your page may look different depending on your level of access and use of Inspire.

3. This will take you to a page with all your active courses for the semester.
4. Next, select a course. This will take you to the roster for that class.

5. From here, locate a student you wish to submit either a Commendation (kudos) or an Alert (referral). Let’s start with a Commendation. Select the checkbox next to the student’s name and select “New Alert”.
6. Under "Alert Level", click the drop-down menu and select either Commendation or Alert.

a. Select a Commendation to recognize your student’s hard work in your course. The Early Action team will send them a personalized email. If you leave a comment sharing more about their hard work, we’ll include that in the email as well!
b. Let’s say you have a student that might benefit from some extra support. Maybe they’re not attending class regularly or should try tutoring. Select “Alert” from the drop-down list to populate all the alert reasons and options.

This is where Inspire really shines! Select at least one option under “Concerns” that you think applies to the student’s unique situation. After that, select any recommendations you have for the student in the “Student Should” column. If there’s anything specific that you’d like the Early Action team to do, please check the applicable boxes in the “Advisor Should” column. Please leave any relevant notes here as your input will help us better understand your student’s situation. The more information we have, the better we can support your student!
IMPORTANT: If your student discloses sensitive information to you regarding their mental health needs, food/housing insecurity, or anything of that nature, please do not use this form and instead use the link provided to submit a CARE Report. The CARE Team will reach out to your student. If you believe the student has committed Academic Misconduct or violated the Honor Code, please use the link to submit an Academic Misconduct Allegation Form.

That’s it! Once your referrals are submitted, the Early Action team will start working on reaching out to your student(s) to check in and offer support. Once we’ve closed the alert, you will receive an email with notes from our team on the resolution of your referral(s).