

Early Alert Quick Steps

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In this recording, you will see how to submit a early alert for a student of concern in your course.

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From Wings, you will find the Faculty and Advisor button, and then from here you'll find the Slate Student Success Portal link.

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Once loaded, you'll see three tabs across.

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You can search specifically by a student.

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You can also see all of your courses.

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From the courses tab you can choose the course in which your student of concern is enrolled.

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Once it loads you will look for the submit alert or referral on the right hand side.

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A pop up window will show and you can choose your alert category, academic, career, exploration, financial, a positive alert or kudos for the student or a Wellness concern.

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If you have materials you can upload that as well.

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Provide specific details of the concern to help the person managing the case to follow up, including here anything you've done to try to reach the student and or anything, any conversations and relevant information.

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Add additional materials and submit the alert.

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Once submitted, you will see that on your referrals page and you can track the progress of the alert.

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So you will see that under the referrals to tab when it was created, the student, the category, the type course, who raised it, who is managing it, and the status of that alert.

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Once the alert is closed, you will see it under the closed referral where you can also see all referrals.

1:59

And that is how you add an alert for the Student Success team to follow up with a student.

2:06

Questions can be directed toward your college's advising team or the Student Success Leadership.