



## Spring 2017 Early Alerts Information for Instructors

### PURPOSE OF ALERTS

- The purpose of early alerts is earlier intervention with students. Early alerts provide more information earlier in the semester for advisors to intercede so that the advisor can help struggling students navigate through issues and provide referrals to campus resources, etc.

### WHO SEES ALERTS

- Advisors and support program counselors see alerts. Your alert feedback is NOT viewable by the student as mid-term grades are. **SPECIAL NOTE:** This spring students will be notified via email that they have an Early Alert. Please review the section below **WHAT HAPPENS WITH ALERTS** for more information.

### ALERT TIMEFRAME/DEADLINE

- Early Alerts are entered beginning Monday, January 30<sup>th</sup> (Week 4) and must be entered by the following Monday, February 6<sup>th</sup> (Week 5).

### WHICH STUDENTS NEED ALERTS

- Alerts **ONLY** need to be entered for students who may be currently receiving a D/F/U.
- Instructors **may** enter alerts for students who are academically doing fine, but for whom there are other concerns. e.g. the student can't afford the textbook or online lab code, the student seems upset, etc. Those alerts are optional, although they provide helpful information for advisors to address underlying issues that could be impeding a student's academic success.

### HOW TO ENTER ALERTS

- Early Alerts are entered by instructors using the Faculty Feedback option in **Web for Faculty** on my.UIC.edu.



If you don't have students receiving D's or F's in your course, please report that by visiting <http://go.uic.edu/noearlyalerts>.

- Step-by-step instructions with screen shots are in the following pages.
- **IMPORTANT** - Once in Faculty Feedback, instructors **MUST ENTER** the estimated grade and then press the ► in the "Show/Hide" section to get the feedback screen.



- Please remember to press “Submit” once your alerts are completed.

### TYPES OF ALERTS

- Alerts are entered as a combination of **ISSUES** and/or **RECOMMENDATIONS** with the option for an instructor to make comments. See below:

Select any issues that apply	Offer one or more recommendations
<input type="checkbox"/> UIC - Attendance Poor	<input type="checkbox"/> UIC - For advisors/non-instructor(s), this alert is for information only. Instructor has contacted the student.
<input type="checkbox"/> UIC - D/F/U Likely for Work Submitted - (Please enter comment below)	<input type="checkbox"/> UIC - Other (Please enter comment below)
<input type="checkbox"/> UIC - Frequently Late for Class	<input type="checkbox"/> UIC - Student has not been contacted, please follow up in addition to instructor.
<input type="checkbox"/> UIC - Missed Week One	<input type="checkbox"/> UIC - Student should consult an advisor
<input type="checkbox"/> UIC - Missing Work	<input type="checkbox"/> UIC - Student should use appropriate Learning Center (Language, Math, Science, Writing)
<input type="checkbox"/> UIC - Never attended	<input type="checkbox"/> UIC - Student should attend office hours
<input type="checkbox"/> UIC - Student is not academically prepared for this class	

Enter Comments:

- The issues that can be checked are common concerns identified by instructors that impact students’ successful completion of a course. The recommendations are usual options used to resolve an identified issue. You may check “OTHER” and enter any other options you feel are appropriate, see below.
- Instructors should keep in mind that although the “Enter Comments” box is located on the left under **ISSUES**, comments can be entered for either **ISSUES** or **RECOMMENDATIONS**.
- Although it is preferred that an instructor make a recommendation on the right when identifying an issue on the left, instructors may choose to enter **ONLY** issues or **ONLY** recommendations for a student as appropriate.
  - For example, if an instructor submits an alert and the issue options available do not apply, but there is an appropriate recommendation option, it is **NOT** necessary to enter an issue on the left column. In that case, we request that the instructor use the “Enter Comments” section to provide context for an advisor.
- Important guiding information about **ISSUES**:
  - The following issues will be used by advisors in advising appointments to discuss topics such as time management, positive academic behaviors, and to seek information on how the student is navigating their coursework:
    - **Attendance Poor**
      - Please indicate in the comments section if the student will fail based upon missed classes; for example, if after 6 missed classes the student will receive an F with no exceptions.
    - **Frequently Late for Class**
    - **Missed Week One**
    - **Missing Work**
    - **Never Attended**
  - Although advisors assume that issues related to quality of work and lack of academic preparation are being addressed by instructors as they become apparent, an advisor may address the identified issue and provide referrals to resources such tutoring, support programs, etc.
    - **D/F/U Likely for Work Submitted**



- *It is preferred that the instructor provides a comment to give an advisor more context; however, comments are **not required**.*
- **Student is not academically prepared for this class**
  - *If used, this option allows an advisor to refer the student to resources on campus to assist them.*
- Helpful information regarding **RECOMMENDATIONS**:

When provided with alerts, advisors will review recommendations related to advising and the comments provided to guide them in their interventions with students.

- Advisors will initiate contact with students ASAP if:
  - **Student should consult an advisor** is checked.
  - **Student has not been contacted, please follow up in addition to the instructor** is checked.
- Advisors will not necessarily make a special appointment with students (but will use the information provided during regularly scheduled appointments) when the following recommendations are made by instructors to support the work of the instructor.
  - **For advisors/non-instructor(s), this alert is for information purposes only. Instructor has contacted the student.** If this recommendation is checked, an advisor will use the alert as guiding information versus reaching out to specifically address the issue identified.
    - *Please note that if an instructor has not yet contacted the student but intends to do so in the next few days, they may check this box anyway so that an advisor knows the instructor is addressing the issue identified or commented on.*
  - **Student should attend office hours and Student should use appropriate Learning Center (Language, Math, Science, Writing)** is a recommendation that is helpful for an advisor and the advisors will make the appropriate referral for the student in an advising appointment. Advisors may also make a correlating referral to other support resources (tutoring, study skills, etc.) if appropriate.
- If the listed recommendations do not apply, please use the **Other** option and the “Enter Comments” section to provide recommendations/information to an advisor.
  - *For example, if an instructor has contacted the student multiple times but the student has not responded, the instructor can check “Other” and let the advisor know that. An advisor can reach out to the student or address the issue in an already scheduled appointment.*
    - \*In this case, for students in Campus Housing, Resident Directors can assist in getting in contact with the student.*
- For all recommendations and issues, it would be helpful for the instructor to indicate the reason s/he is making this recommendation in the comments section to give an advisor the best information possible.

### **WHAT HAPPENS WITH ALERTS**

- Once entered, alerts are processed by the Office for Advising Development and provided to advisors in colleges, academic counselors in support programs, and resource staff. Alerts are targeted to be delivered to the advising community by the end of Wednesday, February 8<sup>th</sup> at latest.



- Although advisors will be assisting students identified in the alerts, keep in mind that providing alerts will not take the place of instructor-student interaction within the classroom or outside of the classroom. The alert is provided to advisors so that they are able to have a more nuanced conversation with their students and address issues, especially for students who may be identified by more than one instructor.
  - *For example, if a student is not regularly attending class and that has been noted in multiple courses by multiple instructors through Early Alerts, an advisor can address that issue with the student to determine the underlying cause for lack of attendance in multiple courses vs. focusing only on addressing it course by course.*
- Although you may already be providing periodic feedback and posting grades on your course Blackboard site, the Early Alerts you report will help advisors and other support staff respond to specific issues that have arisen with individual students.
  - *For example, if a student has an alert for not completing homework or is struggling with the course material, due to the information you provide in the alert, an advisor can work with a student to ensure they are informed about all of the learning resources available on campus – learning centers, tutoring, study skills assistance, etc.*
- **SPECIAL NOTE:** As of this spring semester students receiving alerts will be sent an email from the Office for Advising Development (OAD) to inform them that there has been an alert in their class.
  - The emails will be sent to students at the end of Week 5 (targeted for Thursday, February 9<sup>th</sup> and Friday, February 10<sup>th</sup>).
  - **As noted above, the content of the alert will not be shared with the student, but the email will notify them that advisors may be contacting them and it will encourage them to be proactive in resolving their issues.**
  - If you have already spoken with your student about the issues and recommendations you are reporting, you can let us know that when entering the alert. Please check the box "**For advisors/non-instructor(s), this alert is for information purposes only. Instructor has contacted the student.**" OAD's email to the student can be adjusted accordingly.

### **RESOURCES AVAILABLE ON CAMPUS**

There are a number of academic and tutoring resources on campus. For your reference, here is a short list, although there are other resources available as well. The Office for Advising Development provides both a quick guide ([Tip Card](#)) and a full [Campus Resource Guide](#):

#### Learning Centers

[The Language Studio](#), 1650 University Hall (UH)

[Mathematical Sciences Learning Center](#), 430 Science & Engineering Offices (SEO)

[Science Learning Center](#), 201 Science & Engineering South (SES)

[Writing Center](#), 105 Grant Hall (GH)

[Academic Center for Excellence \(ACE\)](#), 2900 Student Services Building (SSB)

[Academic Support and Achievement Program \(ASAP\)](#), 356 Physical Education Building (PEB)

[African American Academic Network \(AAAN\) Learning Resource Center](#), 2800 Student Services Building (SSB)

[UIC AANAPISI Initiative](#), 1028 University Hall (UH)

[Business Learning Center](#), L270 Education, Theater, Music, and Social Work Building (ETMSW)

[The CHANCE Program](#), 2080 Student Services Building (SSB)

[Commuter Student Resource Center \(CSRC\)](#), 245 Student Center East (SCE)

[Honors College Tutoring](#), 220 Burnham Hall (BH)



## Office for Advising Development

Latin American Recruitment and Educational Services (LARES) Tutoring, 2640 Student Services Building (SSB)  
Minority Engineering Recruitment & Retention Program (MERRP), 1251 Science & Engineering Offices (SEO)  
Native American Support Program (NASP), 2700 Student Services Building (SSB)  
Student Computer Aided Instruction Lab (SCAILAB), 1st floor Addams Hall (AH)

### ***IF YOU HAVE QUESTIONS***

Early Alerts are distributed to advisors and resource staff by the Office for Advising Development. Please contact **Joey Volpe** in the Office for Advising Development at **312-996-3092** or at [jvolpe@uic.edu](mailto:jvolpe@uic.edu) if there are questions or assistance is needed entering alerts.



# Step-by-Step Instructions for Using Faculty Self-Service Feedback

Login to my.UIC.edu: <https://my.uic.edu> Use Netid and Bluestem (email) password

Go to **Academics > Teaching > select Faculty Self Service**

Select **Faculty & Advisor Services**



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Faculty & Advisor Services | Employee | **WebTailor Administration**

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## Main Menu

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**⚠ Attention:** As a security precaution, never click e-mail or instant messenger links when logged into applications through a browser including Banner Self-Service.

[Faculty & Advisor Services](#) ← **Red arrow pointing to this link**  
[Employee](#)

Customize the Web pages for your institution; Update user roles.

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### Select Faculty Services

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## Faculty & Advisor Services

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[Campus Class Schedule](#)  
[Answer a Survey](#)

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## Select Faculty Feedback

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### Faculty Services

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- [Faculty Schedule - Week at a Glance](#)
- [Teaching Assignments - Current](#)
- [Teaching Assignments - History](#)
- [Office Hours](#)
- [Class List - Detail](#)
- [Class List - Summary](#)
- [Wait List - Detail](#)
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- [Select a Term & CRN](#)
- [Select a CRN](#)
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- [Faculty Feedback](#)

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## Select Course/Section

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Personal Information | Financial Aid | **Faculty & Advisor Services** | Employee | WebTailor Administration | Registration & Records | Account Billing Information | Graduation

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### Faculty Feedback Sessions

Michael G. Kamowski  
Sep 11, 2013 12:22 pm

*List of Courses requiring your Feedback*

Select to Enter Feedback	Description	Term	CRN	Course	Registered Students	Number of Monitored Students	Monitored Students that Need Feedback
<a href="#">Provide Feedback between Aug 26, 2013 and Sep 30, 2013</a>	Fall Undergraduate Feedback	Fall 2013 - Chicago (220138)	11851	Academic Writing II - ENGL 161-0	25	0	0
<a href="#">Provide Feedback between Aug 26, 2013 and Sep 30, 2013</a>	Fall Undergraduate Feedback	Fall 2013 - Chicago (220138)	24930	Beginning Algebra - MATH 075-0	40	0	0

RELEASE: 8.5.3

Select **Student** – enter **Estimated Grade** and click on ► in the **Show/Hide** column next to student name



Search

## Faculty Feedback Roster

Michael G. Kamowski  
Fall 2013 - Chicago  
Sep 11, 2013 12:27 pm

### Course Information

Academic Writing II: Writing for Inquiry and Research - ENGL 161 0

CRN: 11851

Students Registered: 25

Please submit your feedback often. There is a 999999 minute time limit starting at 12:27 pm on Sep 11, 2013 for this page.

### Faculty Feedback Period from Aug 26, 2013 To Sep 30, 2013

Show/Hide	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
▶	1	Atest, Test T.	@03075580	Optional	None ▼
▶	2	Avila, Eugene M.	657456074	Optional	None ▼
▶	3	Bernin, Catherine C.	651021961	Optional	None ▼
▶	4	Chang, Da Yoon	653412946	Optional	None ▼
▶	5	Connelly, Ashwin K.	659307202	Optional	None ▼



Once you've selected the ► in the Show/Hide, the ability to select any Issues and Recommendations comes up. Select any Issues and Recommendations that apply, provide applicable Comments, and click the Submit button, returns to Roster

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▼	1	Atest, Test T.	@03075580	Optional	None ▼
<b>Select any issues that apply</b>			<b>Offer one or more recommendations</b>		
<input checked="" type="checkbox"/> UIC - Attendance Poor <input checked="" type="checkbox"/> UIC - D/F/U Likely for Work Submitted - (Please enter comment below) <input type="checkbox"/> UIC - Frequently Late for Class <input type="checkbox"/> UIC - Missed Week One <input type="checkbox"/> UIC - Missing Work <input type="checkbox"/> UIC - Never attended <input type="checkbox"/> UIC - Student is not academically prepared for this class			<input checked="" type="checkbox"/> UIC - Other (Please enter comment below) <input type="checkbox"/> UIC - Student should attend office hours <input type="checkbox"/> UIC - Student should consult an advisor <input type="checkbox"/> UIC - Student should use appropriate Learning Center (Language, Math, Science, Writing)		
Enter Comments: <input type="text" value="Enter your comments in this area....."/>					
▶	2	Avila, Eugene M	657456874	Optional	None ▼
▶	3	Bennis, Catherine C	651021961	Optional	None ▼
▶	4	Chang, Da Yeon	653412946	Optional	None ▼
▶	5	Chen, Yanyan	653412946	Optional	None ▼
▶	21	McLaughlin, Catherine A	657121854	Optional	None ▼
▶	22	Lumminello, Darius C	667638017	Optional	None ▼
▶	23	Wang, Chang	671605121	Optional	None ▼
▶	24	Winters, Andra L	671111129	Optional	None ▼
▶	25	Yang, Xueqiang	667036489	Optional	None ▼

Please submit your feedback often. There is a 999999 minute time limit on this page.

[\[ Provide Feedback for another Course \]](#)

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