

Early Warning: Staff

As a reminder, early warnings submitted by faculty generate “Alerts” for staff, while “Tasks” are for students.

Viewing Alerts

From the (updated) Advisor Dashboard, select **My Assigned Students** and then **Academic Alerts**

The screenshot shows the top navigation bar of the Advisor Dashboard. It includes a grid icon, 'Advisor Link', 'Home', a calendar icon, a user ID '002378...', 'Learning', and a user name 'Ali Alb...'. Below this is a secondary menu with 'Appointments', 'Cases', 'My Assigned Students' (highlighted), 'Orientation', and 'Recently Viewed Records'. A third menu shows 'My Assigned Advisees', 'Academic Standing', 'Academic Alerts' (highlighted), and 'Academic Advisor - Student...'.

This will bring up a report of your **My Open Alerts**

The notification card features a red bell icon, the text 'Alerts My Open Alerts', and a status line: '0 items • Sorted by Alert # • Filtered by My alerts - Status, Term Status • Updated 2 minutes ago'.

Here you can see alerts assigned to you in a list view

Alerts								
50+ Results • Sorted by Status ▼								
Alert #	Student Contact	Student Rec...	Reason	Status ↑	Related To	Case	Created By	Created Date
AL-1048	Barry Sanders	00114848	Tutoring Recommended	New	CC-587284		UMD-Informatica	1/18/2022 1:00 PM
AL-1049	Barry Sanders	00114848	Low Mid-term Grade	New	CC-587284		UMD-Informatica	1/18/2022 1:01 PM

To open an individual alert, click on the **alert number**, which starts with **AL-**

Alert #	Student Contact	Student Rec...	Reason	Status ↑
AL-1048	Barry Sanders	00114848	Tutoring Recommended	New

This will display an alert information screen

Alert AL-1049

Term Status: Inactive

Term: _____

Alert Details

Student Contact	Owner
Barry Sanders	Ethan Savage- Adv
Status	Record Type
New	Academic
Priority	Reason
Normal	Low Mid-term Grade
Comments	
rtest Faculty Name: Ethan Savage Uniqname: ejsavage Course: CRM 101	
Assign Using Active Assignment Rules	
<input type="checkbox"/>	

Alert Relationships

Student Record	Program Enrollment
00114848	
Related To	Course Connection
CC-587284	
	Course Name
	Case

Upcoming & Overdue

No activities to show.
Get started by sending an email, scheduling a task, and more.

No past activity. Past meetings and tasks marked as done show up here.

Sort by: Most Recent Activity

UIMD-Infomatica to University of Michigan-Dearborn Only
January 18, 2022 at 1:01 PM

@Ethan Savage- Adv has been assigned Alert AL-1049 for Barry Sanders.

Like Comment

Write a comment...

Within this, you can find the following:

Alert Details displays:

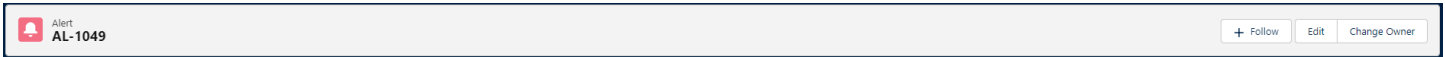
- Student Contact (student name)
- Status
- Priority (this is usually set to “normal”),
- Owner (the person to whom the alert is assigned for action or information)
- Record type (this will always be “academic”)
- Reason (alert reason chosen by the professor)
- Comments (provided by the professor)

Alert Details

Student Contact	Owner
Barry Sanders	Ethan Savage- Adv
Status	Record Type
New	Academic
Priority	Reason
Normal	Low Mid-term Grade
Comments	
rtest Faculty Name: Ethan Savage Uniqname: ejsavage Course: CRM 101	
Assign Using Active Assignment Rules	
<input type="checkbox"/>	

Alert Statuses

In order to change an alert status, click **Edit** at the top of the page



A new box will appear allowing you to edit fields on the alert

Edit AL-1049

Term Status
Inactive
This field is calculated upon save

Term
This field is calculated upon save

Alert Details

* Student Contact Barry Sanders	Owner Ethan Savage- Adv
* Status New	Record Type Academic
Priority Normal	Reason Low Mid-term Grade

Comments
rtest Faculty Name: Ethan Savage Uniqname: ejsavage Course: CRM 101

Assign Using Active Assignment Rules

Alert Relationships

Student Record 00114848	Program Enrollment Search Program Enrollments...
Related To CC-587284 <i>This field is calculated upon save</i>	Course Connection Search Course Connections...
	Course Name <i>This field is calculated upon save</i>
	Case Search Cases...

System Information Cancel Save & New Save

To change the status, click the drop-down menu under Status

Alert Details

* Student Contact Barry Sanders	Owner Ethan Savage - Adv
* Status Closed: No Action Needed	Record Type Academic
	Reason Tutoring Recommended

Uniqname: jocelyny Course: CRM 101

The status dropdown menu is open, showing the following options: --None--, New, Closed: Action Taken, and Closed: No Action Needed (which is selected with a checkmark).

Status	When to Use	Additional Information
New	No action has been taken, the alert is in the system (this is assigned automatically when an alert is created)	
Closed: Action Taken	The staff member has completed the action appropriate to the alert and no further action is needed / will be taken	Closing a case notifies the faculty member who submitted it. It is encouraged to leave comments in the Comments for Faculty box indicating what action was taken
Closed: No Action Needed	The alert was simply informative, has been triaged by the appropriate office(s) and no action is necessary	Closing a case notifies the faculty member who submitted it. It is encouraged to leave comments in the Comments for Faculty box indicating that no action was necessary

Commenting on Alerts

Comments in the “**Comments**” box are initiated by the professor at the time of alert submission

▶ Comments in the “**Comments to Faculty**” box are sent to faculty once the case is closed.

Use this feature to close the loop with the faculty member who submitted the alert.(i.e. “Discussed class attendance with student, they have ben having issues with their job scheduling over class time. They said they will be talking with the professor this week”, etc.)

▼ Alert Details

Student Contact Barry Sanders	Owner Ethan Savage - Adv
Status Closed: Action Taken	Record Type Academic
Priority Normal	Reason Tutoring Recommended
Comments 0 Faculty Name: Jocelyn Young Huinder Uniqname: jocelyny Course: CRM 101	
Assign Using Active Assignment Rules <input type="checkbox"/>	
Comments for Faculty Hello faculty, Here is info about what's going on. Best, Jocelyn	

Once this is complete, select **save**

Updated 01/2023

Note: please format comment as an email and include your name in case faculty want to reach out directly to you



Thank You!

Thank you for submitting an Early Warning regarding Attendance Concern for **Barry Sanders** in **CRM 101**. This alert has been closed by an academic support staff member with the following comments:

Comment to faculty

Faculty participation in this program is essential for student success. Thank you for supporting our students!

Office of Academic Success

University of Michigan-Dearborn
4901 Evergreen Road, Dearborn, MI 48128 USA
313-593-5100 • umdearborn.edu
UM-Dearborn is a Non-Discriminatory, Affirmative Action University.

Things to note:

- Advisors are encouraged to close cases that are routed to their office (but not those directed to other offices, such as tutoring or Office of Academic Success)
 - If you address the concern(s) in the alert, please close it. If an alert is opened that is intended for another office, please leave it open

Alert Reason	Task(s) Assigned	Office(s) Responsible
Poor performance on a test or significant assignment	Review tutoring services Contact professor	Office of Academic Success
Missing/Late assignment	Check Canvas / Syllabus	Advising
Attendance concern	Make appt with advisor	Advising
Participation concern	Contact professor	Advising
Tutoring recommended	Review tutoring services Case generated forwarded to OAS	Office of Academic Success
Low mid-term grade	Review tutoring services Contact professor Make appt with advisor	Office of Academic Success Advising
Other	No task assigned to student Used for academic & additional support	<u>Academic concerns</u> triaged by Office of Academic Success <u>All other concerns</u> triaged by Dearborn Support