What is Early Alert?

The Early Alert Project is a university-wide collaborative effort designed to support student learning by identifying and warning undergraduates who may be in danger of failing one or more courses. Early Alerts are not grades. They are a means for faculty to communicate to students that a change is necessary and to activate outreach of additional resources that can support students’ learning. It also helps the university correct enrollment errors by identifying students who are attending classes or sections other than the ones in which they are officially enrolled.

*Early Alert runs from week 5 through week 7, both fall and spring semesters.*

What are the Early Alert Reasons and Recommendations?

<table>
<thead>
<tr>
<th>Early Alert Reason</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommend Content Tutoring/Study Group</td>
<td>Student is earning a “C” grade or lower</td>
</tr>
<tr>
<td>Recommend English Language Services</td>
<td>Spoken English is a prohibitive barrier</td>
</tr>
<tr>
<td>Recommend Writing Support</td>
<td>Student is earning a “C” grade or lower</td>
</tr>
<tr>
<td>Recommend Academic Coaching – Excessive Absences</td>
<td>Student has missed 2 consecutive weeks of class</td>
</tr>
<tr>
<td>Recommend Academic Coaching – Missing Assignments</td>
<td>Students has missed 25% of assignments</td>
</tr>
<tr>
<td>Recommend Academic Coaching – Time Mgmt/Course Modality Challenges</td>
<td>Student needs help developing academic skills/strategies</td>
</tr>
</tbody>
</table>

How do I issue an Early Alert through Navigate?

At the start of week 5, you will receive an email entitled **Student Feedback Request** per below. This email includes a direct link (arrow # 1) that you can click on to view your course roster(s). If you teach more than one class, you will be able to view all your rosters once you click the link. Once you click on the link you will be prompted to enter your Suffolk login information. This will be the same username and password that you use for your Suffolk email account.

**Student Feedback Request**

Dear Professor Gallant,

Early Alert starts Tuesday, February 11 and ends Friday March 6. Please find a link to your class roster(s) below. Click on the link to open your roster(s) and issue alerts.

We appreciate your support of the Early Alert project!

[Click to Begin Entering Student Feedback]

The link above expires on 03/28/2020. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

https://suffolk.campus.eab.com
Once you open your roster(s), you can begin issuing alerts. Please adhere to the logic in the Decision Tree when issuing an alert. The Decision Tree can be found as a hyperlink on the roster page. To alert a student, you select “Yes” beside their name (arrow # 1). You will then need to choose an alert reason from the drop down menu under “Alert Reasons” (arrow # 2). You should include “Comments” (arrow #3), which will help in our outreach efforts. However, when writing comments, just a reminder to never include personal/medical information about a student. Also, please know that the student doesn’t see your comments.

Do I need to select “Yes/No” for each student on my roster(s)?
No - You do not need to go through all the students on your roster and select “Yes or No”. You only need to select “Yes” for the students you are concerned about. Clicking the second blue button (arrow # 5) “Submit unmarked students as not at-risk (I’m all done)” will mark all other students as “not at risk”.

Can I alert some students and come back a week later and alert some additional students?
Yes! With Navigate, you can stagger your alerts, meaning you can alert some students and come back a few days later and alert another student. If you want to do this, you click the first blue button that says “Submit only marked students (but I’m not done)” (arrow # 4).

If I want to submit all my alerts all at once, what do I do?
If you want to do it all at once, once you are done, you click the second blue button, that says “Submit unmarked students as not at-risk (I’m all done)” (arrow # 5).
**EARLY ALERT USING NAVIGATE**

**What if I have no students to alert?**
If you have no at-risk students, please just select the second button (arrow # 5) “Submit unmarked students as not at-risk (I’m done)”. We need you to do this, so that we will know that you have participated in Early Alert.

**What happens with the alerts?**
Students will receive an email per below, specifying who alerted them, the alert reason, and what steps they should take to address the alert. All alerted students will receive outreach from the Division of Student Success.