Using the Early Alert Referral System

The intent of the Early Alert program is to provide a quick and simple mechanism for faculty members to identify problems or concerns about a student and make appropriate referrals to address those concerns. The Early Alert program is entirely web based.

You will see a list of concerns that may be inhibiting student success. Please select the concerns that apply to the student. The student will be notified through e-mail that you are concerned about their academic performance. Many of the concerns require the student to contact you, so you may wish to include the location of your office in the student message. For some concerns, the student will be asked to contact the appropriate service.

Creating Early Alerts

From the Student Success Referral link on the bottom of the Class Roster in Surf or by going to https://earlyalert.miracosta.edu/sarsalert

Use your MiraCosta e-mail credentials to log in
To create an alert:

- If the student ID number is known, click on the **Student ID** field and type in the number. The remainder of the student information will be filled in to their respective fields automatically.
  
  or

- If the student ID number is not known, click on the **Student Name** field and type in the student’s name or a portion of thereof and click on **Search**
  
  or

- Click the down arrow next to **Course Number** and select the appropriate course. A class roster will appear as a pop-up window. Place a check mark in the box next to the student name.

  **Note:** If identical alerts need to be made for more than one student, click the checkbox for each student on the roster.

- Select the concerns by checking the appropriate box.
- Services will automatically be selected; however, you may select additional services.
- Type a message to the student if you wish.
- Hit the **Submit** button – this will send an e-mail to the student notifying him/her of the alert. You will also receive a confirmation e-mail with information regarding the alert.
- Using the **Reset** button will clear the form without saving the current entry.
- Repeat the steps above to create additional alerts.
- When finished, click on **Logout** at the bottom of the screen.
Reviewing and Updating the Status of a Referral

If the referral required that the student Meet with Instructor to satisfy the concern, and that has occurred, please update the status of the referral. Additionally, instructors may wish to periodically review the status of an alert to see whether the student has followed up on recommended actions.

To update or review the status of a referral:

- Click the down arrow next to Course Number and select the appropriate course. A class roster will appear as a pop-up window.
- Place a check mark in the box next to the student name.
  or
- To view ALL alerts created for this course, close the class roster window, scroll to the bottom of your screen and click on View.
- Click the down arrow next to Term and select the appropriate term.
- Click on the desired Early Alert from the list. This action will highlight the selection and will expand the selection to display more details.
To mark a concern as satisfied, click on the + button to expand. Click on the Yes option. Click Save.

If a concern does not display an option to check as Yes or No in the expanded view it is because the concern did not require the student to meet with the instructor.

Click on the next alert on the list and follow the instructions above.

Click on Close when you have updated all of the alerts.

When done, click Logout.