

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



Early Alert Referral System

Please Log In

User Name

Password

Log In

Student Information

Student ID	<input type="text"/>	Student Name	<input type="text"/>	<input type="button" value="Search"/>
Phone	<input type="text"/>	Email	<input type="text"/>	

Instructor / Course Information

Course Number	<input type="text"/>	Instructor	<input type="text"/>
Course Title	<input type="text"/>	Section Number	<input type="text"/>

Below is a list of concerns that may be inhibiting student success. Please select as many concerns as apply. To use this form:

- Click the down arrow next to Course Number.
- Select the course for which you wish to make referrals.
- The class roster will show as a pop up window. You can close this and type in individual student ID #'s or
- Choose the student(s) you wish to create an alert for and select the concerns. If an identical referral needs to be made for more than one student, click the checkbox for each student on the roster for which a referral is being made.
- Be sure you submit each referral.
- You may review the services selected and select additional services.
- You may write a personal message to the student.
- Click on SUBMIT. This action will initiate all referrals that have been established in the system OR
- To clear the form without saving current entries, click on RESET.
- Repeat the above steps as needed for other student referrals. When done, click on LOGOUT at the bottom of the screen.

You may wish to periodically review the status of an early alert referral. To do this, you can enter the student ID # in the Student ID field, or click the down arrow next to course number, select the course, and put a check in the checkbox next to the student's name. Click on VIEW to review the status of the referral. If the referral required that the student see you to satisfy the concern and the student has done this, please mark the concern as satisfied by clicking on the alert and then the + button to expand and mark the concern as satisfied

Meet with Instructor

- Excessive Absences
- Habitual tardiness
- Missed tests and major assignments
- Submission of poor quality assignments
- Low scores on tests/assignments
- Tests not finished on time
- Lack of participation
- Inappropriate behavior in class
- Poor attitude
- Unprepared for class lecture/discussion
- Lack of collaboration with other students

Academic Challenges

- Needs assistance with study skills
- Needs assistance with writing skills
- Needs assistance with math/computational skills
- Student disclosed a disability
- Needs assistance choosing classes
- Unsure of career goals
- Needs assistance with research skills
- Needs assistance with grammar
- Needs assistance with technology
- Needs assistance developing an Ed Plan
- Needs assistance with reading

Personal Challenges

- Appears upset in class
- Extra-curricular activities/employment may interfere with academic performance
- Family issues
- Lack of Employment
- May need financial assistance
- Motivation
- Time Management

Academic Support Services

- Meet with Instructor
- Tutoring (TASC)
- Learning Community
- Writing Center
- Math Learning Center
- Open Computer Lab
- Library

Student Services

- Counseling
- Career Center
- EOPS
- DGSPS
- Financial Aid
- Health Services
- Student Help Desk
- Student Activities

Message to Student

<input type="button" value="Reset"/>	<input type="button" value="Print"/>	<input type="button" value="View"/>	<input type="button" value="Submit"/>	<input type="button" value="Logout"/>
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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.

View Early Alerts

Criteria

Term Information

Term: Summer 2010 Start Date: 6/7/2010 Stop Date: 7/30/2010

Student Information

Student ID: Student Name: Search

Please select the desired Early Alert from the list below

Date	Student ID	Student Name	Course	Instructor	Complete
6/16/2010 11:11			SPAN 102 - 1457	Vidal L	No
6/16/2010 11:11			SPAN 102 - 1457	Vidal L	No

Click here to show alert

Save Reset Close

- 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.

Early Alert Referral System

Please select the desired Early Alert from the list below

Date	Time	Subject	Course	Section	Instructor	Complete
02/17/2010	02:59 PM	ENGL 201	201	1658	Ordway H	No

Click on the + button to expand. Click in the Yes field if the student has met with you to satisfy the concern.

Details for the Selected Early Alert

Meet with Instructor **Satisfied**

Low scores on tests/assignments Yes

Services **Satisfied**

└─ Meet with Instructor Yes No

Academic Challenges **Satisfied**

Student disclosed a disability No

Services **Satisfied**

└─ DSPS No

Additional Services

Additional Services Added By Instructor

Message to Student

Hello! I am sending out a referral to help you get in contact with some of the very useful academic support services that we have on campus. I'm a bit concerned about your grade so far, and it's much better to get some extra support at the beginning of the semester, rather than waiting until the end. I encourage you (strongly!) to talk to me about ways that you can improve in the class, and I encourage you to make use of the other resources such as the Writing Center. They are all here for you! Cheers, Dr Ordway

Save
Close

- 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**.