

## Early Academic Alert System

### **Purpose:**

The Early Academic Alert System (EAAS) is a program that allows faculty members the opportunity to alert a student and his or her assigned academic advisor about the student's performance in the faculty member's course. Advisors will contact the referred student to identify the source of the academic difficulties and connect the student to the appropriate resources for assistance. These resources may include, but are not limited to: subject-specific peer tutoring; supplemental instruction; academic coaching; academic advising; personal counseling; Disability Resource Center; Student Ombuds; and Career Services. Students may also be referred back to their course instructor for more intensive and course-specific work.

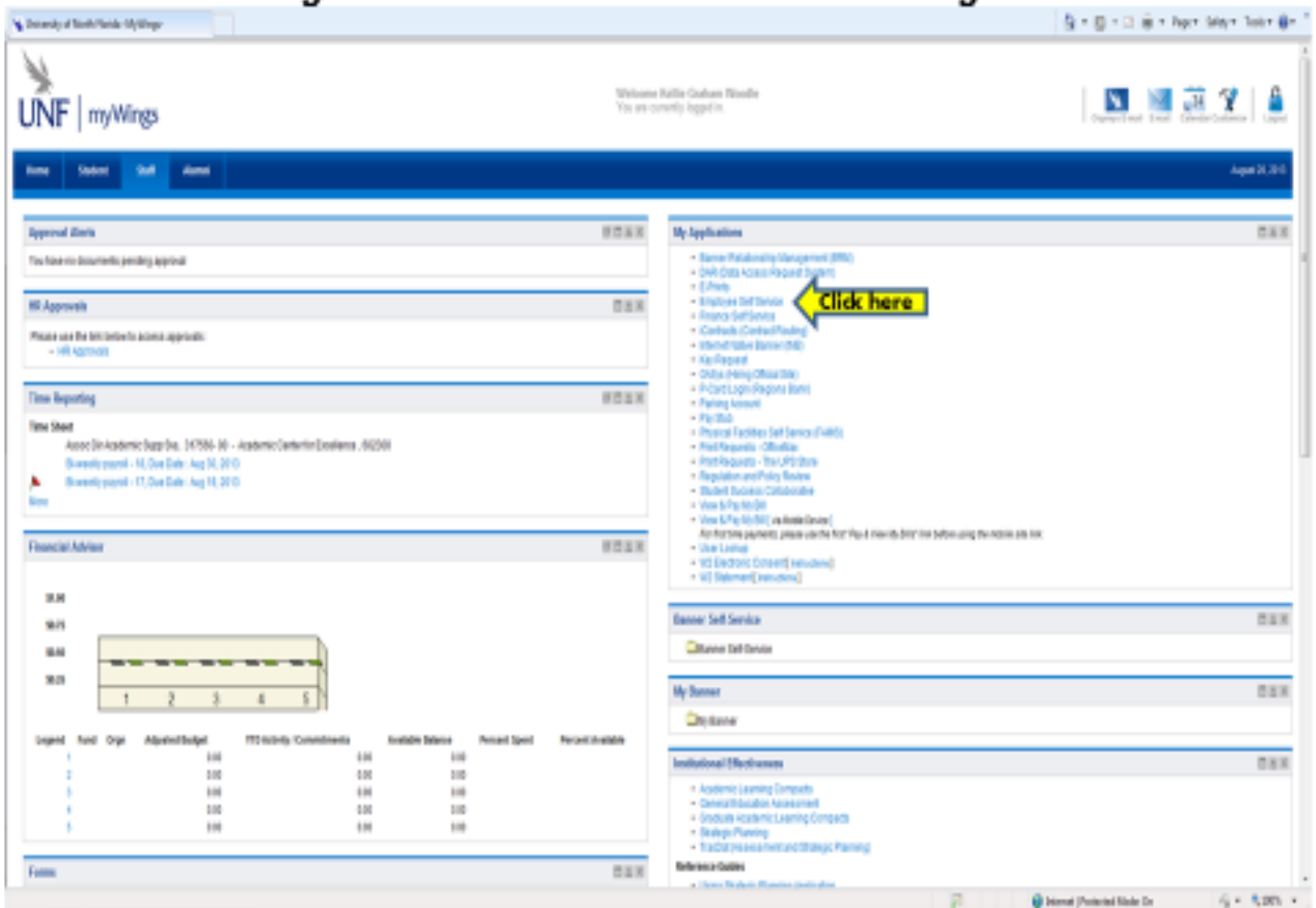
## Procedures:

To initiate the Early Academic Alert (EAAS) through myWings, Banner Self Service:

Go to Staff Tab

Employee Services

# Early Academic Alert System



The screenshot shows the UNF myWings portal interface. The top navigation bar includes 'Home', 'Student', 'Staff', and 'Alumni'. The 'Staff' tab is selected. The main content area is divided into several sections:

- Approval Alerts:** You have no documents pending approval.
- HR Approvals:** Please use the left button to access approvals. - HR Approval
- Time Reporting:** New Sheet: Assoc Dir Academic Support, 24756-30 - Academic Center for Excellence, 60200. Biweekly payroll - 14, Due Date: Aug 14, 2010. Biweekly payroll - 17, Due Date: Aug 14, 2010.
- Financial Advisor:** A bar chart showing budget vs. actuals for five periods. Below the chart is a table with columns: Legend, Fund, Org, Adjusted Budget, FTE Salary Commitments, Available Balance, Percent Spent, and Percent Available.
- My Applications:** A list of various services. A yellow arrow points to 'Early Academic Alert System'.
- Banner Self Service:** Banner Self Service
- My Banner:** My Banner
- Institutional Effectiveness:** Academic Learning Compact, General Location Assessment, Institute Academic Learning Compact, Strategic Planning, Track 2010 Assessment and Strategic Planning.
- Reference Guides:** Unf myWings User Guide

Legend	Fund	Org	Adjusted Budget	FTE Salary Commitments	Available Balance	Percent Spent	Percent Available
1			100	100	100		
2			100	100	100		
3			100	100	100		
4			100	100	100		
5			100	100	100		

Click on Faculty Services Tab — Early Academic Alert System

# Early Academic Alert System

Employee Services | **Faculty Services** | Finance Information | Personal Information | Student Services

RETURN TO MENU SITE MAP HELP EXIT

Module Navigation Links

## Faculty & Advisors Menu

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- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Classes/Syllabus/Office Hours
- Faculty Schedule by Day and Time
- Detail Class List
- Summary Class List
- Detail Wait List
- Summary Wait List
- Early Academic Alert System** ← **Click here**
- Midterm Grades
- Final Grades
- Missing Grade Report
- Incomplete Grade Tracking
- Change of Grade
- Faculty & Advisors Student Menu  
Displays student information; View a student's schedule.
- Advisors Menu  
View a student's transcripts; View a student's grades; Displays your security status.
- Annual Faculty Ratings Report
- ECATS for COEHS
- ISQ Response Rates
- Recency of Experiences (required for COEHS Faculty)
- Request CPS E-Instruction
- Technology Surveys
- Syllabus:Faculty upload

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[ Term Selection | CRN Selection | Faculty Detail Schedule | Faculty Schedule by Day and Time | Detail Class List | Summary Class List | Detail Wait List | Summary Wait List | **Early Academic Alert System** | Midterm Grades | Final Grades | Missing Grade Report | Incomplete Grade Tracking | Change of Grade | Faculty & Advisors Student Menu | Advisors Menu | Annual Faculty Ratings Report | ECATS for COEHS | ISQ Response Rates | Recency of Experiences (required for COEHS Faculty) | Request CPS E-Instruction | Technology Surveys |

Select Term and Course

Click on the specific student N# and complete referral form

The screenshot displays the 'Early Academic Alert System' web application. At the top, there is a navigation bar with links for 'Employee Services', 'Faculty Services', 'Finance Information', 'Personal Information', and 'Student Services'. Below this, the page title 'Early Academic Alert System' is followed by a descriptive paragraph and instructions on how to use the system. A form allows users to select a term and course, with 'Summer 2022' and 'WIS-0022 (ON) World History II (1041)' selected. A 'Show Report in Excel' link is present. The main content is a table of student records with columns for Name, U# ID, Referral ID, Referral Attendance, Low Test/Quiz Scores, Incomplete Assignments, Recommendations, Comments, and Referred By. A yellow arrow points to the Referral ID '00707989' for student 'Dachman, Raymond'.

Name	U# ID	Referral ID	Referral Attendance	Low Test/Quiz Scores	Incomplete Assignments	Recommendations	Comments	Referred By
Alms, Rozita	N00660375	Y	Habitually Late-Less Early	Y	Y	have student meet with ACE for writing tutoring	Woods, Kelle	
Bauman, Nicole	N00707939							
Dachman, Raymond	N00707989							
Balaci, Aygun	N00820613							
Brown, Sean	N00594642							
Ehlers, Lewis	N00713226	Y	Non-Attendance					Woods, Kelle
Giles, Jord	N00820837							
Goldman, Alec	N00797621							
Hannon, Rachel	N00788881	Y	Non-Attendance	Y		suppMbrjtbjgvvh	Woods, Kelle	
Harris, Rachel	N00702989							
Hayes, Bryan	N00645475							
Imbrani, Sara	N00734562							
Jackson, Andrew	N00734893							
Jackson, Brittany	N00811432							
Kaamey, Kelli	N00707609							
Hannon, Michele	N00788229							
O'Brien, Logan	N00682425							
Pelicer, Xavier	N00712489							
Posell, David	N00754334							

## Early Academic Alert System

The **Early Academic Alert System** is designed as a tool which enables Faculty and advisors to partner together in identifying students who are struggling academically early in the semester. The program is targeted toward freshman students during the first six weeks of class, but is available to all faculty regardless of their students' level. Our goal is to connect struggling students with the appropriate academic support services in an effort to identify and remediate the source of their academic difficulties.

Select the **Term** and then the **Course** to see the list of students. Select the **UNF ID** to refer a student. When the student information is displayed, you must select the **Refer** indicator, then you may select from any of the additional drop-down boxes to indicate the type of issue the student is having. Please add any comments for further clarification. Select the **Update** button to save the information for the student.

**IMPORTANT:** If you select **Recommendations**, please enter **Comments** with additional information.

Select the **Show Report in Excel** hyperlink to get an Excel report of referred students for the selected term and course.

Term:  Course:

UNF ID:  Name:

Refer:  Attendance:  Low Test/Quiz Score:  Incomplete Assignments:  Recommendations:

Comment:

Note: There are 100 characters allowed for comments.

[Show Report in Excel](#)

Name	UNF ID	Refer	Attendance	Low Test/Quiz Score	Incomplete Assignments	Recommendations	Comment	Referred By
Almira, Rosita	N0668875	Y	Habitually Late/Leave Early	Y	Y	Y	have student meet with ACE for writing tutoring	Woodie, Kelle
Beerman, Nicole	N00707639							
Bachmann, Raymond	N00707889	Y	Non-Attendance	Y	Y	Y	Please see if he knows he is still registered for this class	Woodie, Kelle
Behad, Aygun	N0820113							
Brown, Sean	N00598242							
Emery, Laura	N00723226	Y	Non-Attendance					Woodie, Kelle

An email is generated to the student, his or her assigned academic advisor, the referring faculty member and the EAAS program administrator.

The student's assigned academic advisor or college designee will follow up with students who do not respond to the automated email and log their comments to the EAAS system.

Faculty can log back in to the EAAS and view these results. ACE advisors will also provide a more detailed email to the referring faculty member.

## Early Academic Alert System

The **Early Academic Alert System** allows the Administrator and Advisors to manage students who have been referred by an instructor.

The Administrator and Advisors can update the Student Contacted, Student Response and Comment fields. Only the Administrator can update the Advisor field. However, if an Advisor updates a student then they will be automatically assigned to that student.

Select **Term** then select from any of the other drop down boxes, College, Classification, Advisor, or Student Contacted, if desired. Then select the **Submit** button to retrieve a list of students for the selected criteria.

To update a student's information, select the **UNF ID** hyperlink. Enter the appropriate information then select the **Update** button.

Select the **Show Report in Excel** hyperlink to display the listed students in Excel.

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Term:  College:  Classification:  Advisor:  Student Contacted:

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<b>UNF ID:</b>	N01046725	<b>College:</b>	Brooks College of Health	
<b>Name:</b>	Whitaker, Chase	<b>Major:</b>	Health Administration	
<b>Referring Instructor:</b>	Marshall, Elise	<b>Attendance:</b>		<b>Low Test/Quiz Scores:</b>
<b>Incomplete Assignments:</b>	Y	<b>Recommendations:</b>	Y	

**Faculty Comments:** Completed 3/4 BB Discussions. Completed 12/15 SimNet assignments.

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Student Contacted (MM/DD/YYYY):  Student Response (MM/DD/YYYY):  Advisor:

Comment:

Note: There are 100 characters allowed for comments.