

How to Submit Alerts on Students in Student Success Manager

What is the purpose of the faculty alert?

The purpose of the faculty alerts within Student Success Manager is to provide instructors with additional support in order to catch students early and provide them with assistance as soon as a need is identified. As a faculty member at ULL, you have the best and earliest perspective on a student's ability to complete the course work necessary for your class. Student Success Manager users can reinforce your efforts to support your students by providing additional follow-up and keeping you informed of interactions with students.

Why should I refer a student?

A Student Success Manager user can support your efforts to assist your students and you will be able to keep track of our progress.

Alert Types:

- Excessive Absences: poor attendance, approaching course limit for absences
- At Risk in Class: anything that would make the student "at-risk." Failed exams, missed homework, etc.
- Not At Risk: gives feedback to students who are excelling in your class
- Applause: exemplary work, marked improvement
- Other: Goes straight to the Intervention Advisor and not to the student

How do I submit the alert?

1. Log into ULink (ulink.louisiana.edu) using your ULID and password.
 - Use Mozilla Firefox or Google Chrome only.
2. Click on the Faculty tab on the left side of the page. (Also available via Moodle on Student Success Manager Resource Page)
3. In the Class Management box, click the Student Success Manager Faculty link.
4. On the left will be a list of your classes for the current term. Choose one by clicking on it, and your roster will appear.
5. Click in the box to the left of the student(s) you want to select. On the right side, select the main reason for your alert. Only one category can be chosen at a time. Click on Next.
6. Add notes stating the reason you chose that category. Faculty are encouraged to provide detailed information to provide advisors with as much information to assist the student. Click on Next. ****Note:** If you choose more than one student at a time for the same category, the notes you enter will pertain to all of the students selected.
7. Once reviewed, click Submit Alerts. A pop message "Alert has been submitted" appears for several seconds.

Create Alerts

UNIV 100 001

UNIV 100 004

Search UNIV 100 001

Per Page: View All

1 student(s) selected

| <input type="checkbox"/> | Name | ID | Class Level |
|-------------------------------------|--------------------|-----------|-------------|
| <input checked="" type="checkbox"/> | Anderson, Kayleigh | C00436825 | Freshman |
| <input type="checkbox"/> | Bello, Gabriel | C00443133 | Freshman |
| <input type="checkbox"/> | Boudreaux, Trent | C00281239 | Freshman |
| <input type="checkbox"/> | Brown, Dylan | C00419261 | Freshman |
| <input type="checkbox"/> | Carter, Nia | C00416985 | Freshman |

Select Alert Type

- Academic Effort - Absent (Based on Class Policy)
- Academic Effort - Frequent Tardies / Leaves Early
- Academic Effort - Never Attended
- Academic Performance - At/Risk in class (D or F)
- Applause - *Applause*
- Other

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Add Notes

Has not submitted any assignments

Notes are optional and, if entered, will apply to all students selected for this alert type.

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Review & Submit

Alert: Academic Performance - At/Risk in class (D or F)

| Student | Alert Owner |
|--------------------|-----------------|
| Anderson, Kayleigh | Skallos, Maryly |

Notes:

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