

Early Alert

To access Early Alert from your MyUB portal under Tools please click on FSP Alert.

The screenshot shows the 'Early Alert' page on the University of Baltimore website. The browser address bar shows 'wwwd.ubalt.edu/sb-admin-2/index.cfm'. The navigation menu includes 'Home', 'Manage Rosters', 'My Class Roster', 'Reports', and 'Logout'. The main content area features four colored cards:

- FSP Courses (56):** Core freshman courses, Sophomore Seminar, and undergraduate WRIT courses.
- Students (476):** Undergraduate and transfer students.
- Academic Advisors (2):** A-K names: Rhonda Stokes; L-Z names: Robin Gunkel.
- Professors (27):** Learning Community, Sophomore Seminar, and undergraduate WRIT courses.

Below the cards is a 'Frequently Asked Questions' section with the following expandable questions:

- ▶ What is Early Alert?
Early Alert is a program that allows instructors to identify students who are struggling academically or not attending class regularly. Those students are then contacted by a Freshman advisor from the Freshman Advising Office so that we can offer timely intervention and resources early enough to help the student pass the course.
- ▶ Why should I participate?
- ▶ How does Early Alert work?
- ▶ I clicked on a link in the Early Alert but it took me back to the login page. Why?
- ▶ Who is my student advisor?
- ▶ Who do I contact with questions?

This will take you to the Early Alert Home Page.

Early Alert - University of Baltimore - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Early Alert - University of Baltimore

www.ubalt.edu/sb-admin-2/index.cfm?content=fsp_classes_p.cfm

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

My Classes

Click on the course number to take attendance

Fall 2015 Change Term

Course	Title	Professor	Term
IDIS 101.HLC2	FIRST YEAR SEMINAR: INTRODUCTI	Robin Gunkel, Carey Miller	Fall 2015
IDIS 101.004	FIRST YEAR SEMINAR: INTRODUCTI	Robin Gunkel	Fall 2015
UNIV 201.101	SOPHOMORE SEMINAR: Intellectua	Robin Gunkel	Fall 2015

Click on My Class Roster tab then click on course that you wish to select a roster for. You will see listed here all of the classes that you are teaching this semester.

Early Alert - University of Baltimore - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Early Alert - University of Baltimore

wwwd.ubalt.edu/sb-admin-2/index.cfm?content=new_roster.cfm&class_nbr=4755&strm=1154&class_mtg_nbr=1&date=8/26/15&init=true

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

IDIS 101.HLC2 - FIRST YEAR SEMINAR: INTRODUCTI

Professors: Robin Gunkel, Carey Miller Enrolled: 18

How to take attendance?

1. Select the class date from the Date drop down menu and click **Change Date**
2. Enter attendance
3. Click the **Save Attendance** button to save changes
4. **Note:** Click **Check when roster is complete** when you're done.

Wednesday, 8/26/15

- Wednesday, 8/26/15
- Monday, 8/31/15
- Wednesday, 9/2/15
- Monday, 9/7/15
- Wednesday, 9/9/15
- Monday, 9/14/15
- Wednesday, 9/16/15
- Monday, 9/21/15
- Wednesday, 9/23/15
- Monday, 9/28/15
- Wednesday, 9/30/15
- Monday, 10/5/15
- Wednesday, 10/7/15
- Monday, 10/12/15
- Wednesday, 10/14/15
- Monday, 10/19/15
- Wednesday, 10/21/15
- Monday, 10/26/15
- Wednesday, 10/28/15
- Monday, 11/2/15

Select the date you wish to enter your roster for. Click Change Date.

Early Alert - University of Baltimore - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Early Alert - University of Baltimore

wwwd.ubalt.edu/sb-admin-2/index.cfm?content=new_roster.cfm

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

IDIS 101.HLC2 - FIRST YEAR SEMINAR: INTRODUCTI

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Wednesday, 8/26/15 Change Date

Check if this class is cancelled

Student	Attendance Code	Professor Concerns	Professor Comments	FSP Office to Contact Student?
Collins, Sarah	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> E <input type="radio"/> L	<p>Check all that apply</p> <p><input type="checkbox"/> 1. Attending inconsistently</p> <p><input type="checkbox"/> 2. Has not attended class since (enter date in comment)</p> <p><input type="checkbox"/> 3. Missing/Incomplete papers and assignments</p> <p><input type="checkbox"/> 4. Grade concerns</p> <p><input type="checkbox"/> 5. Class behavior is a concern</p> <p><input type="checkbox"/> 6. Possible personal issues</p> <p><input type="checkbox"/> 7. Needs additional attention</p> <p><input type="checkbox"/> 8. Other</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Leave your comments here </div>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Cook, Jordan	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> E <input type="radio"/> L	<p>Check all that apply</p> <p><input type="checkbox"/> 1. Attending inconsistently</p>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Leave your comments here </div>	<input type="radio"/> Yes <input checked="" type="radio"/> No

Enter an attendance code for each student, concerns and comments if you have them, and

Indicate whether you would like the FSP (First and Second Year) Office to contact the student. Then click Save Attendance at the bottom of the page and check the box to finalize the roster.

Early Alert - University of Baltimore - Mozilla Firefox

www.ubalt.edu/sb-admin-2/index.cfm?content=fsp_request_summary.cfm

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

FSP Intervention Request Summary

Fall 2015 [Change Term](#)

[Export to Excel](#)

10 records per page Search:

Student Last Name	Student First Name	Date	Code	Class	Professor	Concerns	Comments	FSP to Contact Student	Advisor Response
Eaton	Katira	8/31/15	Absent	INFO 110.001	Natalie Burclaff	Attending inconsistently;	Has not shown up for the first two classes!	Yes	Test ✓
Johnston	Noah	9/9/15	Absent	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test	No	test ✓
Meyer	Alexandra	9/3/15	Absent	HIST 290.HLC2	Elizabeth Nix		Absent on the second day of class!	No	test ✓
Miller	Candice	9/9/15	Present	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test	No	test ✓
Thomsen	Scott	9/9/15	Present	IDIS 101.HLC2	Robin Gunkel, Carey Miller	Other	Test	No	test ✓

Showing 1 to 5 of 5 entries

Previous **1** Next

Click the Reports tab to view your Intervention Request Summary.
 These are comments that you have left for students and advisor responses.

Early Alert - University of Baltimore - Mozilla Firefox

wwwd.ubalt.edu/sb-admin-2/index.cfm?content=student_concern.cfm

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

Student Concern Summary

This report shows other faculty who have left concerns and/or comments for students in your class.

IDIS 101.HLC2 - FIRST YEAR SEMINAR: INTRODUCTI [Change Class](#)

10 records per page Search:

Student	Date	Class	Professor	Concerns	Comments
Johnston, Noah	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test
Meyer, Alexandra	9/3/15	HIST 290.HLC2	Elizabeth Nix		Absent on the second day of class!
Miller, Candice	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test
Thomsen, Scott	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller	Other	Test

Showing 1 to 4 of 4 entries

Previous 1 Next

Click the Reports tab to review your Student Concern Summary.

This report shows other faculty who have left concerns and/or comments for students in your class.

Early Alert - University of Baltimore - Mozilla Firefox

www.ubalt.edu/sb-admin-2/index.cfm?content=student_lc_report.cfm

UNIVERSITY OF BALTIMORE Home Manage Rosters My Class Roster Reports Logout

Student Learning Community Report

This report shows other Learning Community faculty who have left concerns and/or comments for students in your class.

IDIS 101.HLC2 - FIRST YEAR SEMINAR: INTRODUCTI [Change Class](#)

10 records per page Search:

Student	Date	Class	Professor	Concerns	Comments
Johnston, Noah	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test
Meyer, Alexandra	9/3/15	HIST 290.HLC2	Elizabeth Nix		Absent on the second day of class!
Miller, Candice	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller		Test
Thomsen, Scott	9/9/15	IDIS 101.HLC2	Robin Gunkel, Carey Miller	Other	Test

Showing 1 to 4 of 4 entries

Previous 1 Next

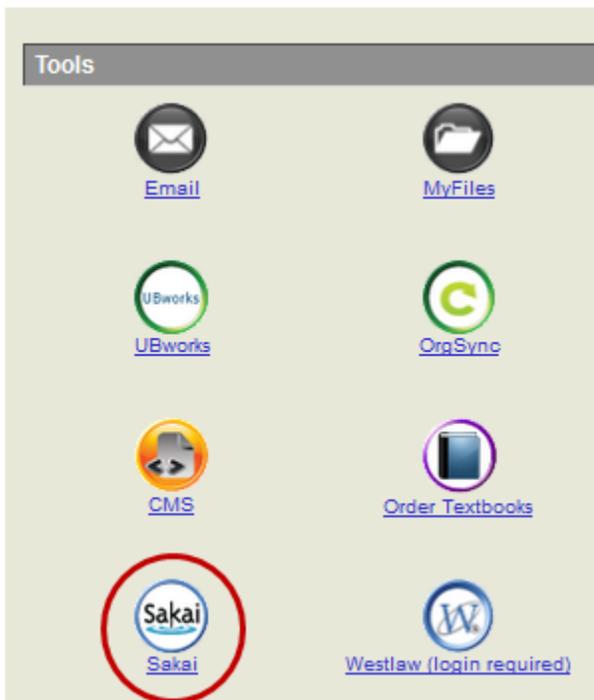
Click the Reports tab for the dropdown menu to review your Student Learning Community Report. This report shows other Learning Community faculty who have left concerns and/or comments for students in your class.

UB Early Alert

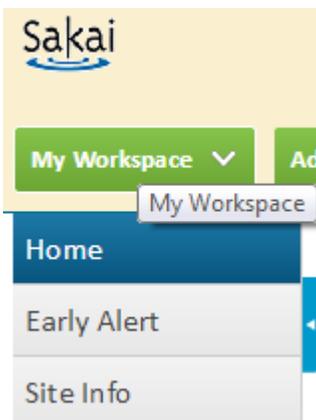
For Early Alert access, please use Mozilla Firefox.

Accessing the Early Alert Tool

Access the tool through MyUB (<https://myub.ubalt.edu>), clicking on the **Sakai** icon in the Tools section (upper, right-hand corner):



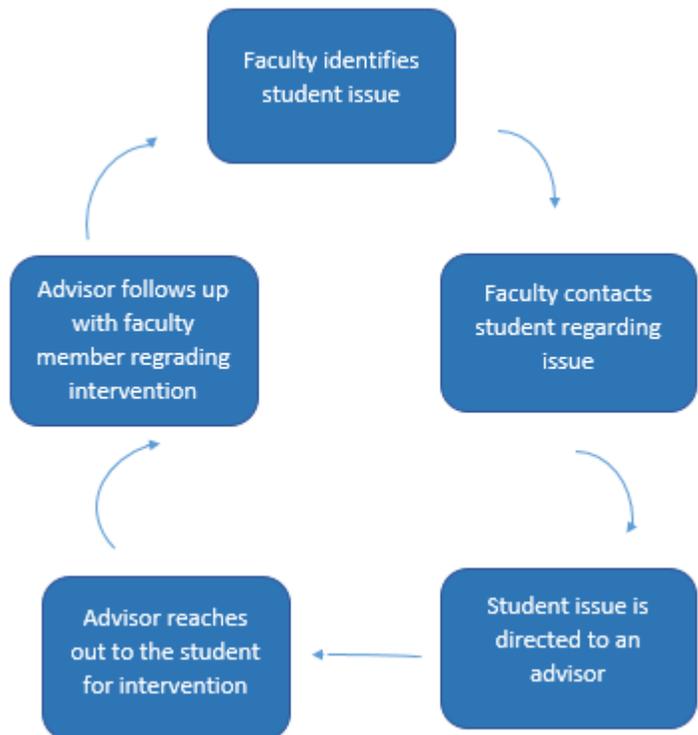
Once logged in, select your course site and click on the **Early Alert** tab.



Alternatively, the Early Alert tab may appear in your MyUB portal, under Tools:

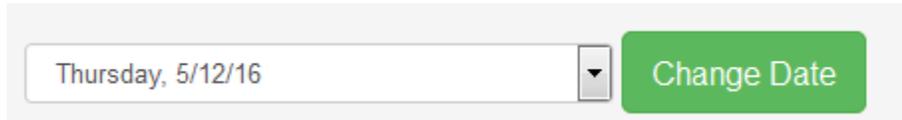


How Early Alert Works



How to take attendance

1. Click on the **My Class Roster** menu
2. Select the class date for which you wish to take attendance, and click on the "**Change Date**" button



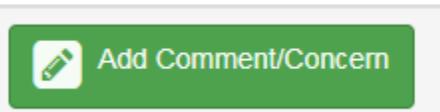
3. Click on individual students to set their attendance to Present, Absent, Excused, or Tardy. You can also use the "**Mark All as Present**" or "**Mark All as Absent**" buttons to mark all students in class as present or absent



4. Click on the "**Save Only**" button to save changes
5. Click on the pencil icon to leave feedback for individual students



- a. Check concerns (1-8), can select multiple concerns
 - b. Leave comment if any
 - c. Indicate if FSP office should contact student (Yes/No)
 - d. Click on the "**Save**" button to save changes
6. Click on the "**Add Comment/Concern**" button to leave feedback for individual students



- a. Select your concerns
- b. Leave your comments
 - i. Click on the "**Save and Email**" button to email your comments/concerns to the student's advisor. **This email will also go directly to the student as well as the advisor.**
 - ii. Click on "**Save Only**" button if you wish to document an issue but not send it to advisor at this time

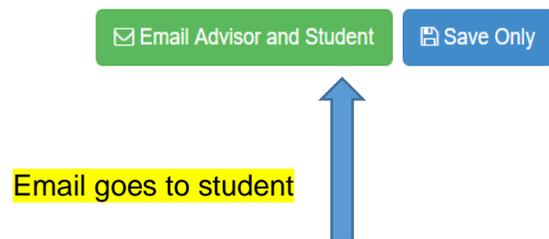
Optional Referral to Library Services

Faculty will now have the option of referring students to Library Services. The referral will generate an email that will go directly to one of the recommended areas to provide student assistance in a specific area.

Email Advisor about Grant Abraham

Student	Attendance Code	Professor Concerns	Professor Comments
Abraham, Grant	<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> E <input type="radio"/> L	Check all that apply <input checked="" type="checkbox"/> 1. Attending inconsistently <input type="checkbox"/> 2. Has not attended class since (enter date in comment) <input type="checkbox"/> 3. Missing/Incomplete papers and assignments <input type="checkbox"/> 4. Grade concerns <input type="checkbox"/> 5. Class behavior is a concern <input type="checkbox"/> 6. Possible personal issues <input type="checkbox"/> 7. Needs additional attention <input type="checkbox"/> 8. Other	<p>If you do not want an automated Early Alert message sent to the advisor and student, click the "Save Only" button.</p> <p>Leave Comment</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">Testing 123</div> <p>500 Characters Remaining</p> <p>Optional</p> <input type="checkbox"/> referral for math tutoring <input type="checkbox"/> referral for tutoring <input type="checkbox"/> referral to writing center <input type="checkbox"/> referral for study skills (coaching)

Student's Advisor(s): Michael Jones



7. **IMPORTANT:** Once you've verified your changes, click on the "**Email Advisor and Student**" or "**Save Only**" button to officially submit attendance roster.

Submitted rosters will go into pending review status waiting for advisors to review.

How to cancel class

1. Click on the **My Class Roster** menu
2. Select the class date for which you wish to take attendance, and click on the "**Change Date**" button
3. Click on the "**Cancel Class**" button

✕ Cancel Class

Accessing Reports

There are three types of faculty reports: Attendance Summary by Class, My Intervention Request Summary, and Student Concern Summary

1. Click on the **Reports** menu
2. Select the report you wish to view
 - a. **Attendance Summary by Class** report displays the total number of absences, the total number of concerns, etc...
 - b. **My Intervention Request** report displays any students that you've referred to the Freshman Advising office
 - c. **Student Concern Summary** report displays other faculty who have left comments for students in your class

If you need to unsubmit a roster this is now a feature on the advising end of Early Alert. Please email Carey Miller at cmiller@ubalt.edu and let him know which class and date a roster needs to be resubmitted for, and he will unsubmit, so any necessary additions or changes to your roster can be made.