



EARLY ALERT SYSTEM

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Importance of Early Alert

- Student Support =
- Student Success =
- Student Retention

FAQ's

- Who can submit alerts?
 - Any faculty and staff who interact with students and may become aware of concerns both in and out of the classroom.
- When should an alert be submitted?
 - Whenever you feel a student may be struggling and could benefit from support.
- Who is informed when an alert is submitted?
 - The Early Alert Administrator (Jessica Herrmeyer) is notified. The alert is then “assigned” to a faculty or staff member the administrator feels can best address the specific situation with the student and determine appropriate support.
- Who can view the alert information?
 - Only the faculty/staff member who submitted the alert, the Early Alert Administrator, and the faculty/staff member who is assigned to the alert.
- Should I inform the student of my intent to submit an alert?
 - You are encouraged to speak with the student prior to submitting an alert if possible. While you are welcome to submit an alert without communicating this to the student, it is helpful in the follow-up process if the students is not surprised by being contacted.



**Student
Success
is a
Team Effort!**



HOW TO SUBMIT AN EARLY ALERT

There are multiple paths for submitting alerts

Infocenter

<https://info.wartburg.edu/>

The screenshot shows the Infocenter website for Wartburg College. The header includes the 'infocenter' logo and navigation links for Home, Academics, Employment, Offices, Student Life, and Pathways. A large banner image displays the text 'INFORMATION CENTER WARTBURG COLLEGE'. Below the banner, there are three main sections: 'Popular Links' with icons for Email, Directory, Faculty/Staff, Knight Time, Library, and Maintenance; 'Community' with a highlighted 'PATHWAYS EARLY ALERT' button and a 'WARTBURG ALERT (EMERGENCY)' button; and 'Campus Calendar' listing various events like 'Monday, September 21, 2020 Chapel' and 'Friday, September 25, 2020 Virtual Iowa College Recruiting Network'. A weather widget at the bottom shows '57°F Clear'.

My.wartburg

<https://my.wartburg.edu/ics/>

The screenshot shows the My.Wartburg.edu website. The header includes the 'My.Wartburg.edu' logo and navigation links for Home, Admissions, Academics, Advising, Resources, Campus Life, Finances, Help, Registrar, and My Pages. A breadcrumb trail reads 'You are here: Home > Home > Welcome'. The main content area is titled 'My Wartburg' and features a 'Quick Links' sidebar with a highlighted 'Early Alert' link. To the right, there is a large image of students walking on campus and a welcome message: 'Welcome to My.Wartburg! Current students and faculty members must log in to view additional information. Once you have logged in, select one of the tabs above.' At the bottom, there are links for 'Privacy policy', 'About us', and 'Contact us'.

Early Alert

Early Alert Administration

Add Early Alert My Actions My Alerts

Student:

Course or Activity:

Nature of Concern(s):

Have you discussed your concern with the Student?

Yes

No

Is the student aware of your referral?

Yes

No

If the student is unaware of the referral, may we use your name?

Yes

No

Additional Comments:

Submit Cancel

Follow the prompts to enter an alert.

Early Alert

Early Alert Administration

Add Early Alert My Actions My Alerts

Student:

Course or Activity:

Nature of Concern(s):

- Evidence of personal problems (e.g., home, medical)
- Housing concern (roommate or living situation)
- Irregular attendance at class
- Major or career indecision
- Other - if so, include in "Additional Comments"
- Problem with basic study skills
- Student considering withdrawing
- Student earned D on exam
- Student failed exam
- Student hasn't turned in course work or work is incomplete
- Student needs to spend more time on this class
- Student turns in poor quality work
- Substance abuse problems
- Writing deficiency

Submit Cancel

There are many options for the "Nature of Concern".

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Have you discussed your concern with the Student?

Yes

No

Is the student aware of your referral?

Yes

No

If the student is unaware of the referral, may we use your name?

Yes

No

Additional Comments:

Submit Cancel

It is helpful if you complete the “Additional Comments” section.

Early Alert

Early Alert Administration

Add Early Alert My Actions My Alerts

Student:

Course or Activity:

Nature of Concern(s):

Have you discussed your concern with the Student?
 Yes
 No

Is the student aware of your referral?
 Yes
 No

If the student is unaware of the referral, may we use your name?
 Yes
 No

Additional Comments:

[Early Alert Reports](#)

Submit!

Once you have submitted, the Early Alert Administrator will receive a notice of your alert. It will then be reviewed to determine the best course of action to support the student. The Administrator will assign the alert to an appropriate faculty or staff member. The alert submitter will be notified via email of any updates.

Early Alert

Early Alert Administration

Add Early Alert **My Actions** **My Alerts**

Student:

Course or Activity:

Nature of Concern(s):

Have you discussed your concern with the Student?

Yes

No

Is the student aware of your referral?

Yes

No

If the student is unaware of the referral, may we use your name?

Yes

No

Additional Comments:

Submit Cancel

Early Alert Reports

My Alerts

You can always view your previously submitted alerts and any updates under the "My Alerts" tab.

Early Alert

Early Alert Administration

Add Early Alert **My Actions** My Alerts

Student:

Course or Activity:

Nature of Concern(s):

Have you discussed your concern with the Student?

Yes

No

Is the student aware of your referral?

Yes

No

If the student is unaware of the referral, may we use your name?

Yes

No

Additional Comments:

[Early Alert Reports](#)

My Actions

When an Early Alert is assigned to you by the EA Administrator, you will receive an email instructing you to access the information via your "My Actions" tab. Please use the information provided there to follow up with the student and provide updates when appropriate.



PLEASE DIRECT ANY QUESTIONS TO YOUR EARLY ALERT ADMINISTRATOR

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