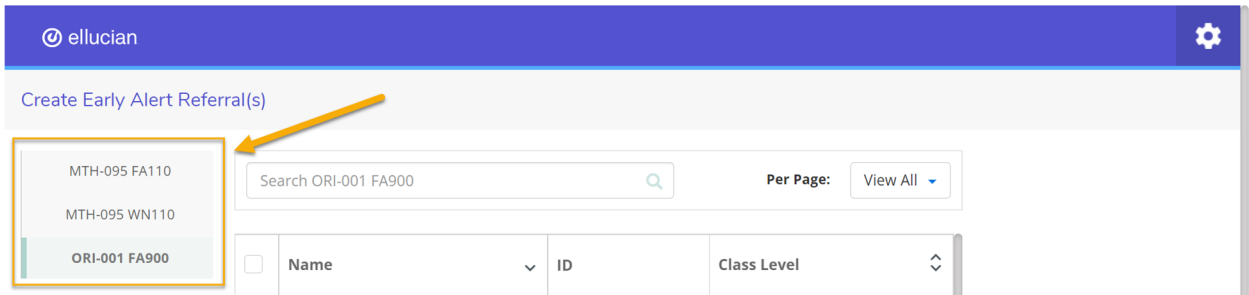


How To Submit an Early Alert via Faculty Portal

1. Go to the Early Alert webpage: <https://www.delta.edu/employees/early-alert/index.html>
2. Click the “Submit an Alert” button.
3. Your course(s) will be listed on the left side of the site. Choose the course for which you would like to submit an alert.



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Create Early Alert Referral(s)

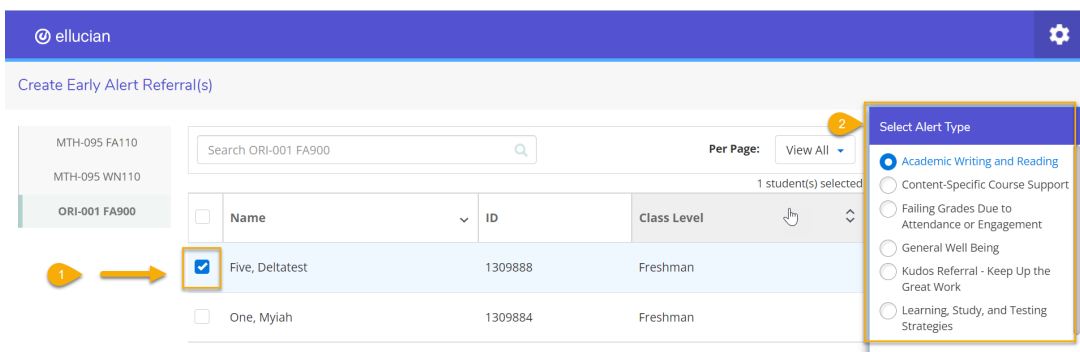
MTH-095 FA110
MTH-095 WN110
ORI-001 FA900

Search ORI-001 FA900

Per Page: View All

<input type="checkbox"/>	Name	ID	Class Level
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4. The roster of students will appear. Select a student. The alert choices will appear on the right side.



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Create Early Alert Referral(s)

MTH-095 FA110
MTH-095 WN110
ORI-001 FA900

Search ORI-001 FA900

Per Page: View All

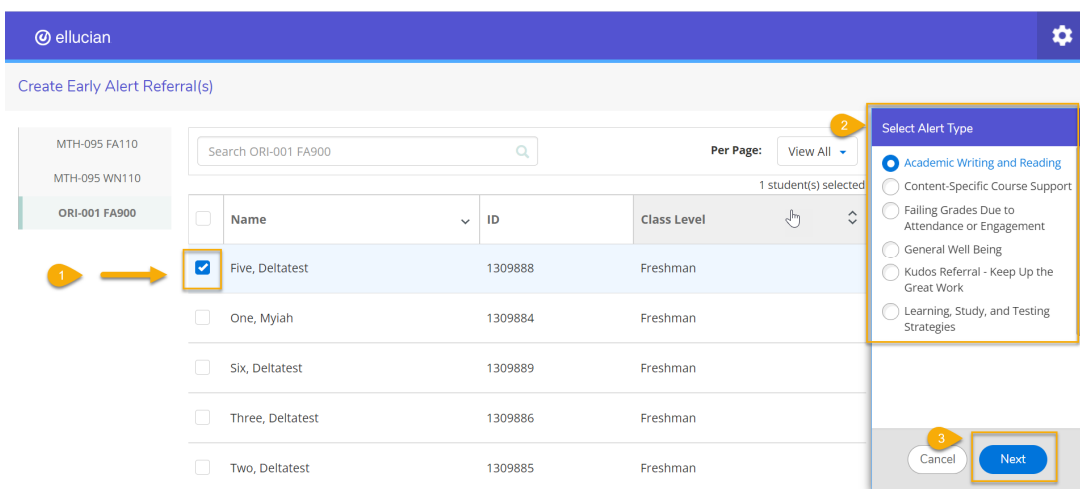
1 student(s) selected

<input type="checkbox"/>	Name	ID	Class Level
<input checked="" type="checkbox"/>	Five, Deltatest	1309888	Freshman
<input type="checkbox"/>	One, Myiah	1309884	Freshman

Select Alert Type

- Academic Writing and Reading
- Content-Specific Course Support
- Failing Grades Due to Attendance or Engagement
- General Well Being
- Kudos Referral - Keep Up the Great Work
- Learning, Study, and Testing Strategies

5. **Choose the best fit alert** for this student and click **Next**. You can select multiple students to submit one identical alert, but you cannot submit multiple alerts for the same student(s) at the same time.



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Create Early Alert Referral(s)

MTH-095 FA110
MTH-095 WN110
ORI-001 FA900

Search ORI-001 FA900

Per Page: View All

1 student(s) selected

<input type="checkbox"/>	Name	ID	Class Level
<input checked="" type="checkbox"/>	Five, Deltatest	1309888	Freshman
<input type="checkbox"/>	One, Myiah	1309884	Freshman
<input type="checkbox"/>	Six, Deltatest	1309889	Freshman
<input type="checkbox"/>	Three, Deltatest	1309886	Freshman
<input type="checkbox"/>	Two, Deltatest	1309885	Freshman

Select Alert Type

- Academic Writing and Reading
- Content-Specific Course Support
- Failing Grades Due to Attendance or Engagement
- General Well Being
- Kudos Referral - Keep Up the Great Work
- Learning, Study, and Testing Strategies

Cancel Next

6. **Add Reason for Referral** explaining purpose of referral and discussion with the student. Only Kudo Referral Reasons are seen by student.
If you selected multiple students, the same reason would appear for all students.

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Create Early Alert Referral(s)

MTH-095 FA110
MTH-095 WN110
ORI-001 FA900

Search ORI-001 FA900

Per Page: View All

1 student(s) selected

<input type="checkbox"/>	Name	ID	Class Level
<input checked="" type="checkbox"/>	Five, Deltatest	1309888	Freshman
<input type="checkbox"/>	One, Myiah	1309884	Freshman
<input type="checkbox"/>	Six, Deltatest	1309889	Freshman
<input type="checkbox"/>	Three, Deltatest	1309886	Freshman
<input type="checkbox"/>	Two, Deltatest	1309885	Freshman

Reason for Referral

each time. Joe disclosed that he can't afford a car, and it is the only time he can be dropped off by his grandparents. I mentioned possible public transportation and he seemed hesitant but open to the idea. Perhaps you can provide more detail and assurance of transportation resources.

Please describe interaction with student(s). Notes entered will apply to all students selected for this alert.

Back Next

7. You will get a **Review & Submit** screen to show you the student, who the alert is going to notify, and your reason for referral. Click the **Submit Alerts** button to activate alert.

Review & Submit

Alert: Academic Writing and Reading

Student	Alert Owner
Five, Deltatest	Learning Center, Teaching

Notes: I had a conversation with Joe today regarding his tardiness to class. We have had three class sessions, and he has been 15-30 minutes late each time. Joe disclosed that he can't afford a car, and it is the only time he can be

Back Submit Alerts