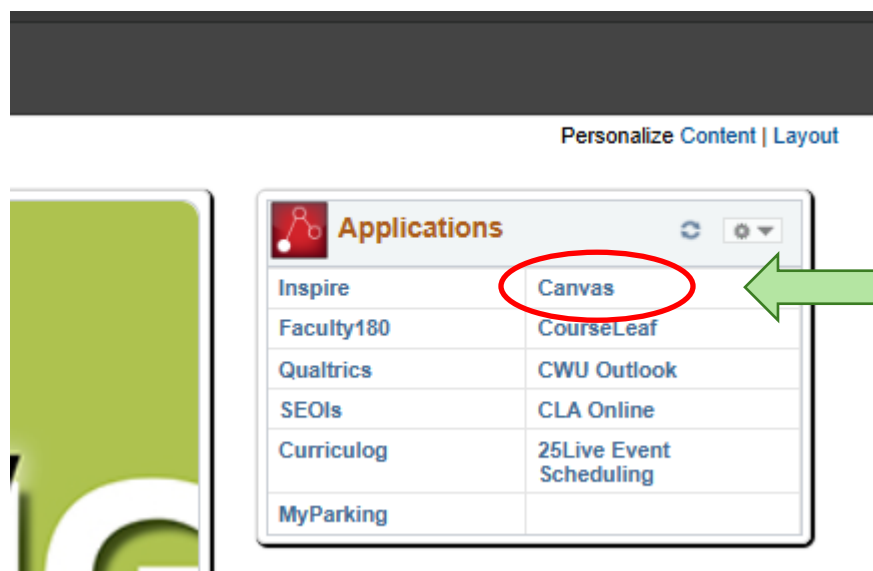


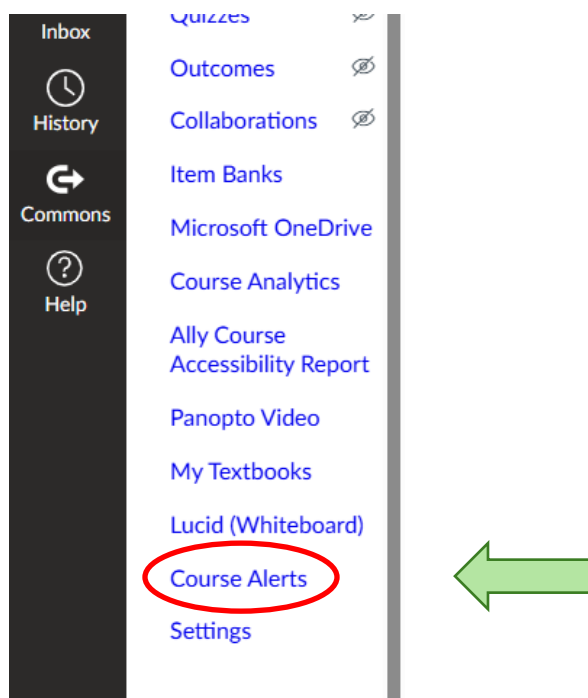
Quick Guide for Faculty on submitting Early Academic Alerts

Instructions on how to submit an alert

1. Log in to MyCWU account
2. From the Homepage, look on the upper right side of the screen for “Applications Toolbox”, click the link that says “Canvas”



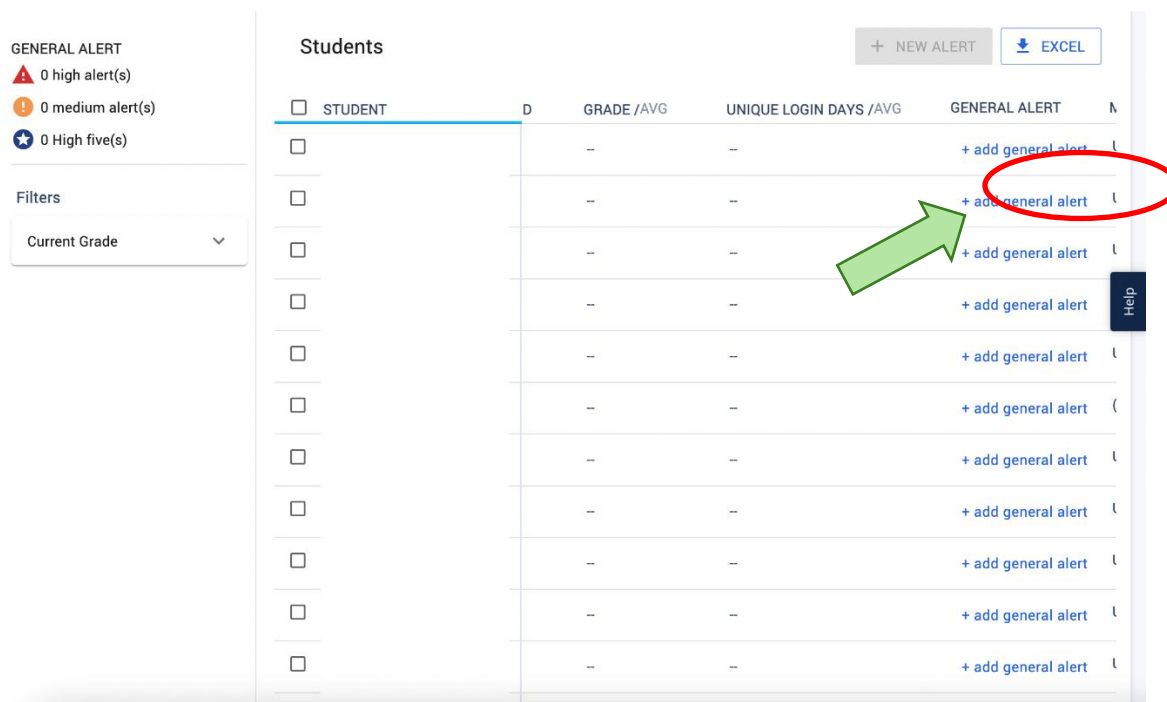
3. On your Canvas home page, click on a published course
4. On the left side “menu”, click “Course Alerts” from the available list of items.



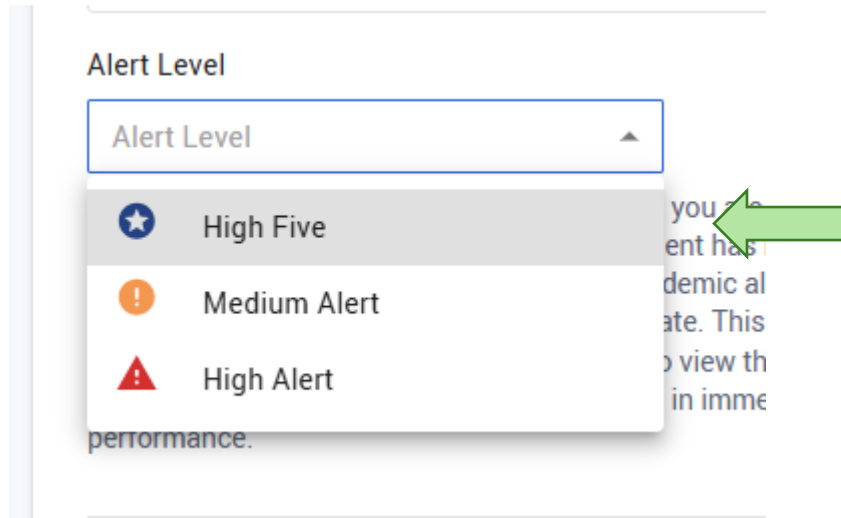
5. The course alerts page will list all the courses you are currently teaching, click on one of the course you would like to submit an alert for



6. Once you select the course, it will open a page with list of all students taking that course. Choose a student and click “+ add general alert” on the same row as the student name.



7. On the page to submit an alert, select one of the listed options under the category “Alert Level”: High Five, Medium Alert or High Alert



Alert Level

Alert Level

- ★ High Five
- ! Medium Alert
- ! High Alert

- **High Five:** Student has shown growth, improvement, or positive engagement that you’d like to recognize
- **Medium Alert:** A medium alert should be used when there is still a reasonable opportunity for the student to recover with timely intervention
- **High Alert:** A high alert should be used sparingly and only after other outreach and support efforts have been attempted without success.

8. Once the level of alert is chosen, the relevant concerns and recommendations list will appear for users to select. Click the check box to select the options.

Concerns:

- ☐ Student does not have class materials
- ☐ Low engagement/participation
- ☐ Missing or late assignments
- ☐ Concerning grade trend
- ☐ Insufficient class attendance
- ☐ Comes to class unprepared

Student should:

- ☐ Schedule an appointment with course faculty member or attend office hours
- ☐ Participate in subject-area tutoring/peer assisted learning
- ☐ Consult with writing tutoring
- ☐ Discuss course withdrawal with advisor
- ☐ Meet with TA
- ☐ Review syllabus for class policies and requirements
- ☐ Meet with peer mentoring for discussion of time management, organization, and study skill strategies
- ☐ Participate in class discussions (in person or online)
- ☐ Review course material/readings prior to class attendance
- ☐ Consult with research librarians

Advisor should:

- ☐ No action needed
- ☐ Meet to discuss academic challenges
- ☐ Discuss barriers to student access to materials or attendance
- ☐ Provide support resources
- ☐ Discuss policies and minimum grade/pre-requisite requirements for program
- ☐ Provide information about technology checkout (laptops, etc.)
- ☐ Discuss course withdrawal/alternative grading options (credit/no credit)

9. Enter comments in the text box at the bottom of the alert submission page. You may also attach documents by clicking the “Attach” button on the bottom left corner of the page.

Sep 11, 2025

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

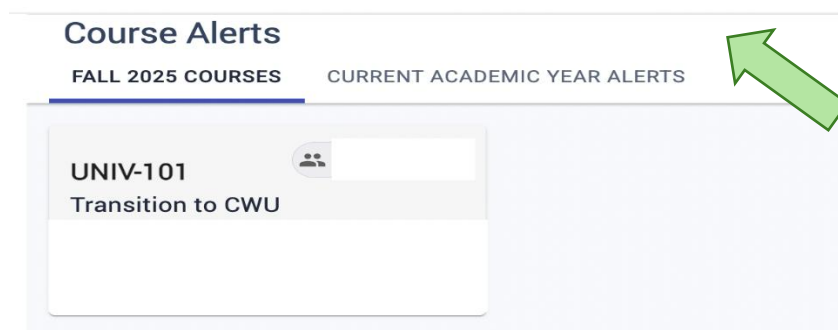
Please note! Information submitted in an Early Academic Alert is a part of the student record and students & advisors will receive a copy of the alert. Please only submit information you wish to be viewed by students and advisors in the system.

10. Click “Add” on the bottom right corner of the page to submit the alert



Steps to review or check updates on the alerts that you submitted

1. From your Inspire home page, on the left-hand side menu, choose “course alerts”. On this page, click the “Current Academic Year Alerts” tab on the top.



2. This page lists all the alerts submitted in the current academic year. To see the status of the alert, you must navigate up/down and to the right of the page. To navigate the content on this page, scroll all the way down (of the page) to see the right-left scroll bar. Then, scroll right to see the “resolution” status. The “tick mark” in blue circle means the alert is “Resolved or Closed”.

	Current course score: 64% = D		May 26, 2025
	Student has not attended class or co...		Oct 10, 2024
	The student has missed several class...		Feb 7, 2025
	He is not passing this course since he...		Feb 28, 2025

3. Click on the student’s name (or row) to expand, to see details of the alert. Check the Resolution comment entered by the person who resolved or closed the alert.

Advisor should: No action needed	Alert Level:  Medium Alert
work in on time should	Date Resolved: Apr 25, 2024
	Resolution Comment: Student replied to email indicating they would make effort to turn in work and stay on track.
	Resolution Labels: —
	Private Alert Note: —
	Resolved by:

Have questions or need assistance?

Contact the Office of Academic Success and Advising

E-mail: AcademicSuccess@cwu.edu

Phone: 509-963-2131