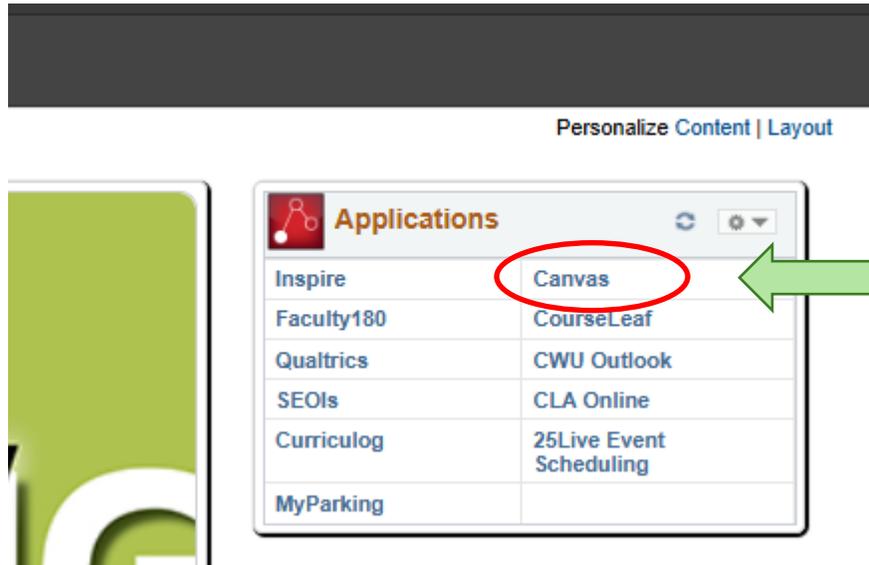
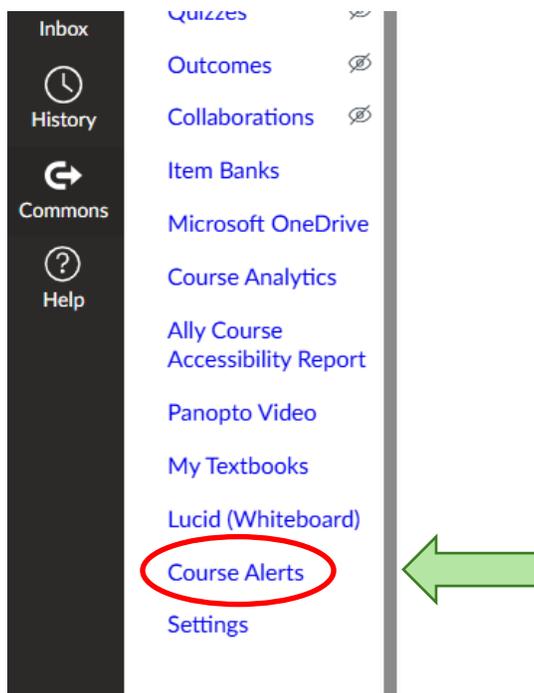


Quick Guide for Faculty on submitting Early Academic Alerts

1. Log in to MyCWU account
2. From the Homepage > Under “Applications Toolbox” on the upper right side of the screen, click Canvas



3. Click on a published course
4. On the left side “menu”, click “Course Alerts”



5. Select a course

Course Alerts

FALL 2025 COURSES CURRENT ACADEMIC YEAR ALERTS

UNIV-101
Transition to CWU

6. Choose a student and click “+ add general alert”

GENERAL ALERT

0 high alert(s)

0 medium alert(s)

0 High five(s)

Filters

Current Grade

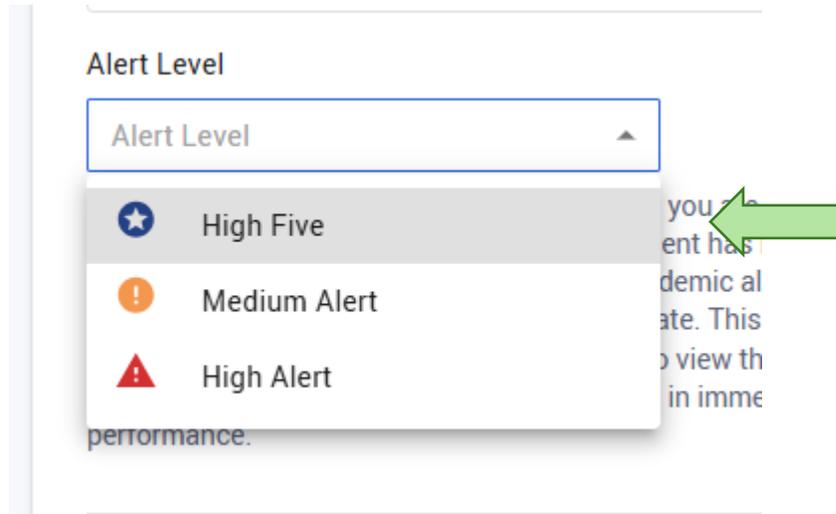
Students

+ NEW ALERT EXCEL

STUDENT	D	GRADE /AVG	UNIQUE LOGIN DAYS /AVG	GENERAL ALERT
<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert
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<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert
<input type="checkbox"/>		--	--	+ add general alert

Help

7. Select an option – High Five, Medium Alert or 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. Choose the relevant concerns and recommendations under each category:

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)

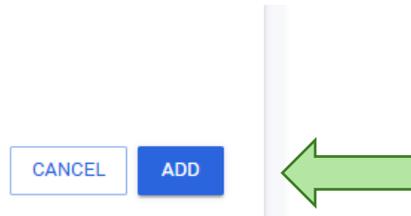
9. Enter comments in the text box at the bottom of the page. You may also attach documents by clicking the “Attach” button on the bottom left corner of the page.

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.

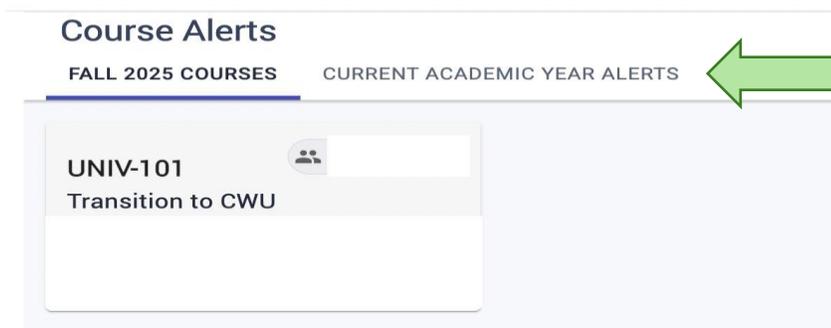
Please note! Information submitted in an Early Academic Alert is a part of the student record and students & advisors will receive a copy of the alert. Please only submit information you wish to be viewed by students and advisors in the system.

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. Under Course Alerts, click the “Current Academic Year Alerts” tab



2. 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.

<p>Advisor should: No action needed</p> <p>work in on time should</p>	<p>Alert Level:  Medium Alert</p> <p>Date Resolved: Apr 25, 2024</p> <p>Resolution Comment: Student replied to email indicating they would make effort to turn in work and stay on track.</p> <p>Resolution Labels: -</p> <p>Private Alert Note: -</p> <p>Resolved by:</p>
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Have questions or need assistance?

Contact Office of Academic Success and Advising

E-mail: AcademicSuccess@cwu.edu

Phone: 509-963-2131