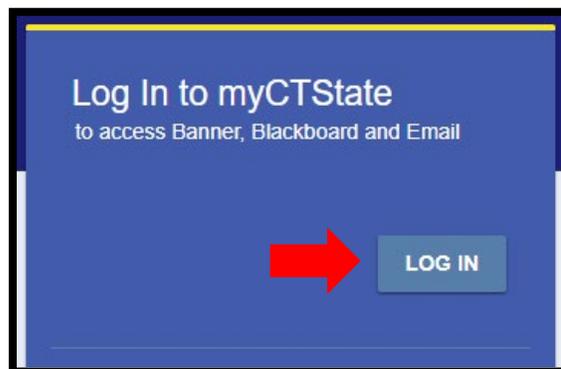


Instructions for Raising Faculty Alerts from myCTState

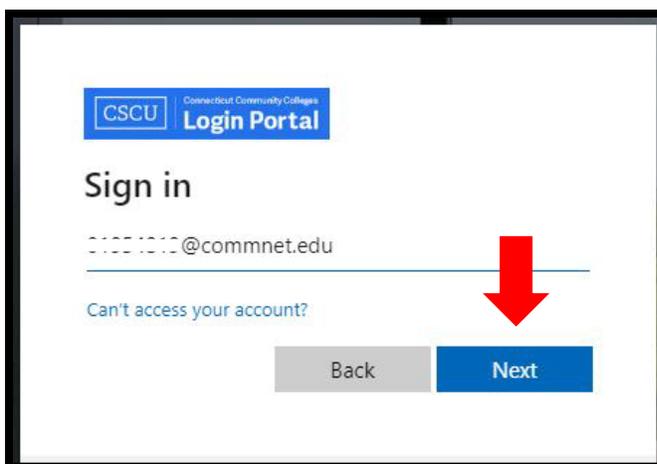
Step 1: Open a new Internet browser (**Google Chrome is recommended**) and navigate to the myCTState website <https://my.ctstate.edu/>.

Step 2: Select **Log In** from the menu on the middle of the page:

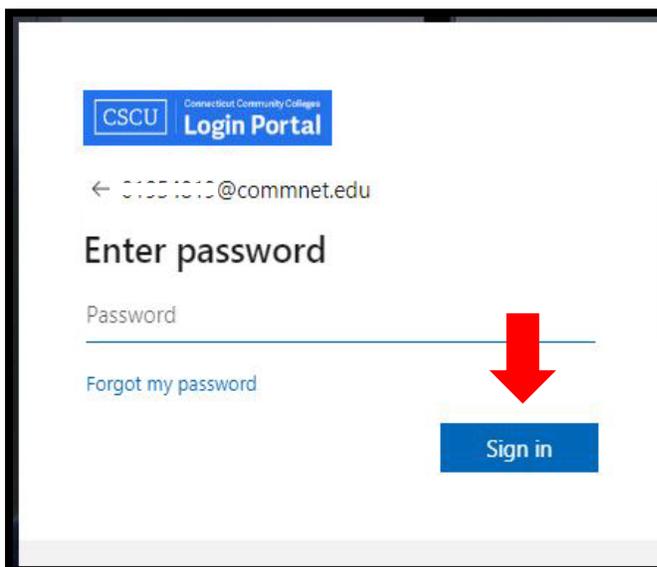


Step 3: Next, using your **single sign-on (SSO) credentials**, log into the Faculty Experience.

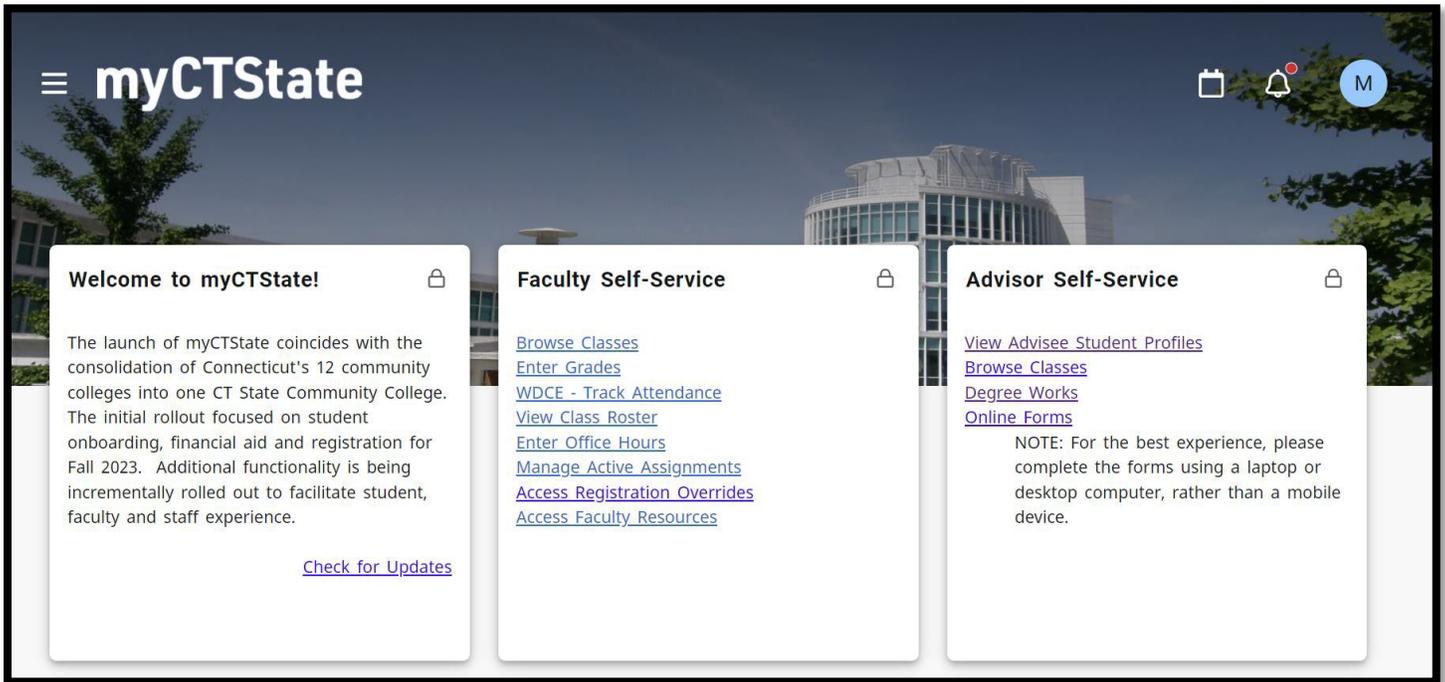
First, enter your **NetID** on the initial sign-in page and select the **"Next"** button.



On the following screen, enter your **SSO password** and then select the **"Sign In"** Button to complete the sign in process.

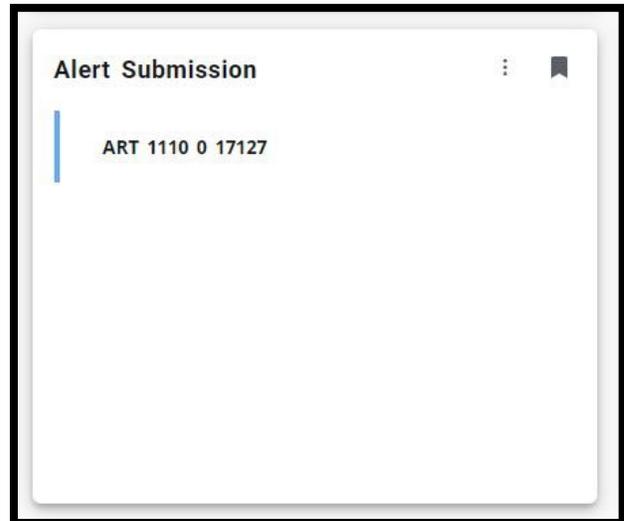


Step 4: After successfully logging in, you will reach the main page of myCTState:

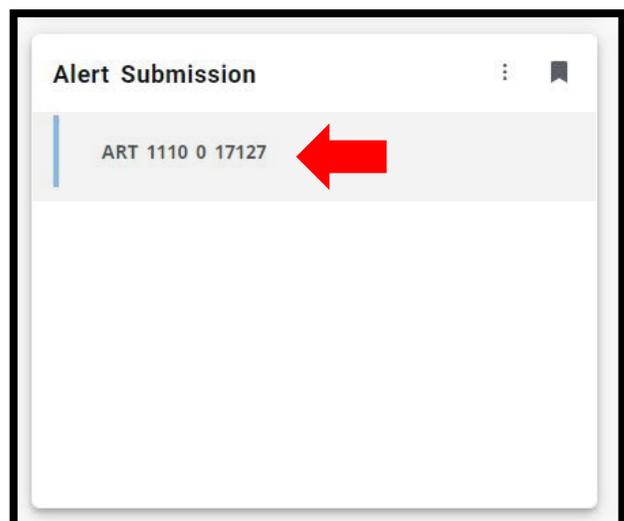


From the main page, scroll down through your available tiles until you reach the **Alert Submission** tile.

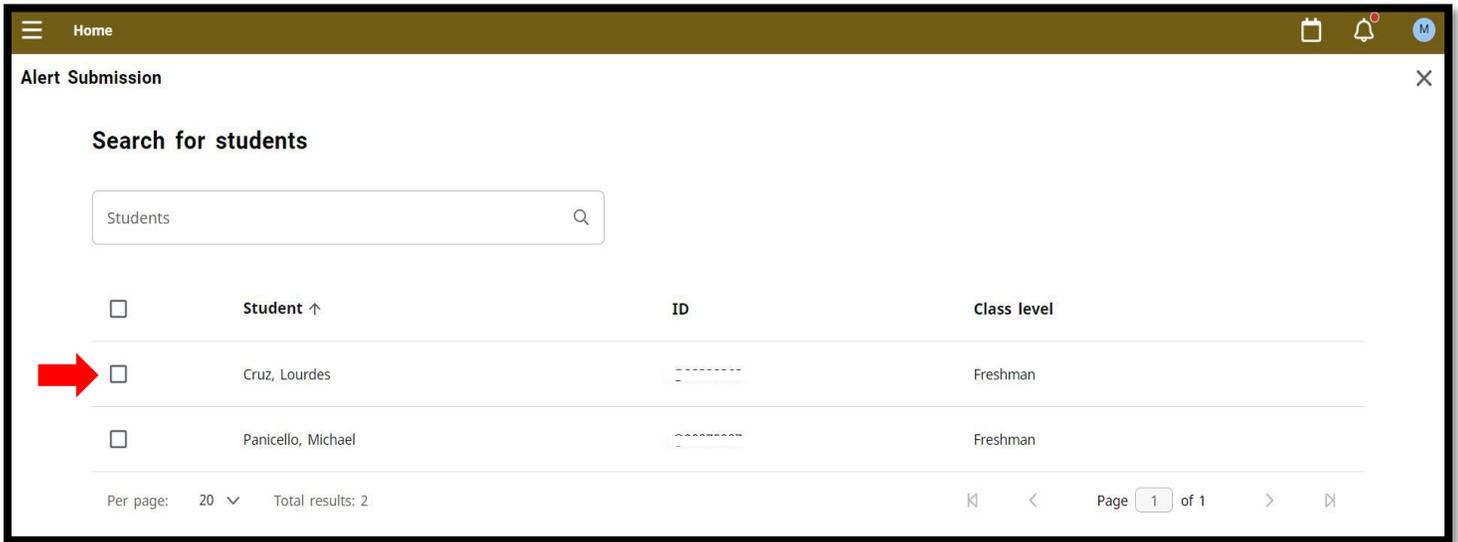
The **Alert Submission** tile will show you all of the active section(s) for which you are listed as the primary instructor each semester.



Step 5: Next, select the section you would like to raise a Faculty Alert in:



Step 6: After selecting a section, the main Alert Submission page will open. On this page, you will see a listing of all students actively registered in that section. When you are ready to issue a Faculty Alert, select the student you would like to raise an alert on by **checking the empty box immediately to the left of the student's name.**

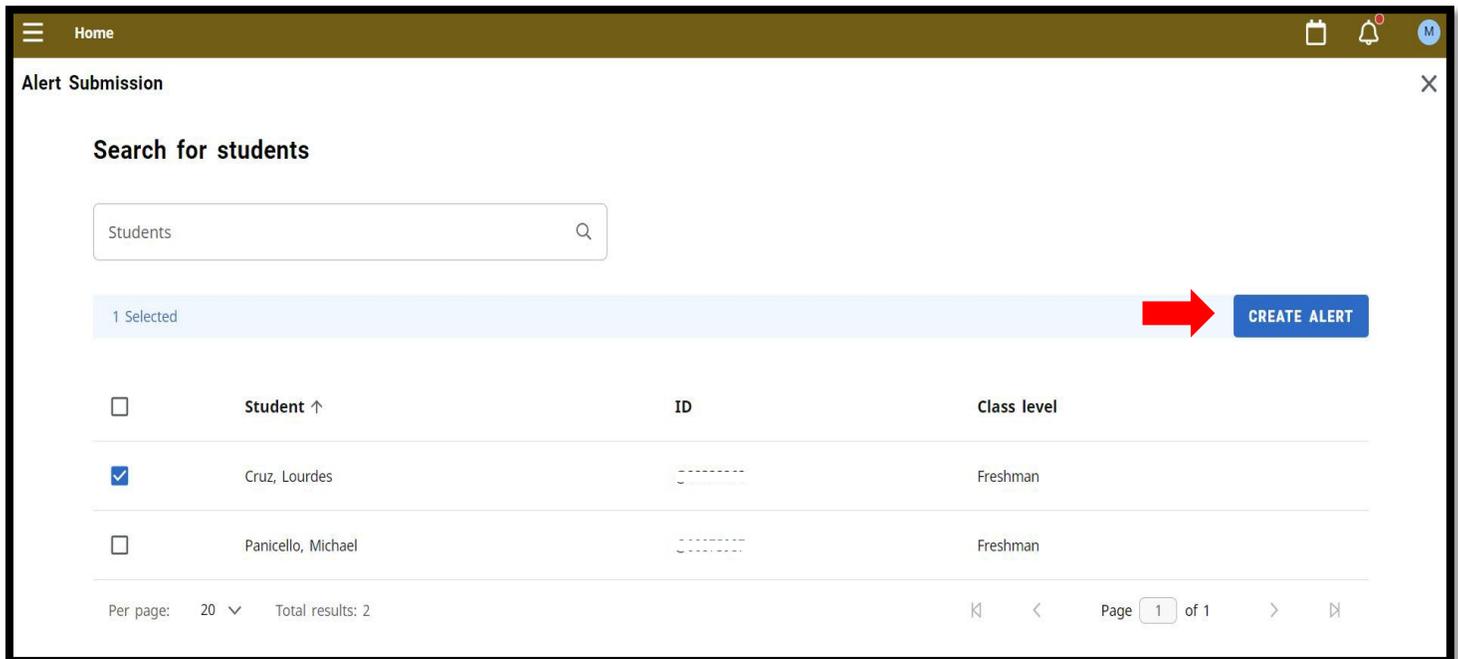


The screenshot shows the 'Alert Submission' page with a search bar containing 'Students'. Below the search bar is a table with the following columns: 'Student' (with an upward arrow), 'ID', and 'Class level'. There are two rows of student data:

<input type="checkbox"/>	Student ↑	ID	Class level
<input type="checkbox"/>	Cruz, Lourdes	-----	Freshman
<input type="checkbox"/>	Panicello, Michael	-----	Freshman

A red arrow points to the checkbox for 'Cruz, Lourdes'. At the bottom of the page, it says 'Per page: 20' and 'Total results: 2'. The page number is 'Page 1 of 1'.

Step 7: Once you have made your student selection(s), a **CREATE ALERT** button will appear on the top right side of your screen. To open the alerts menu, click the **CREATE ALERT** button.



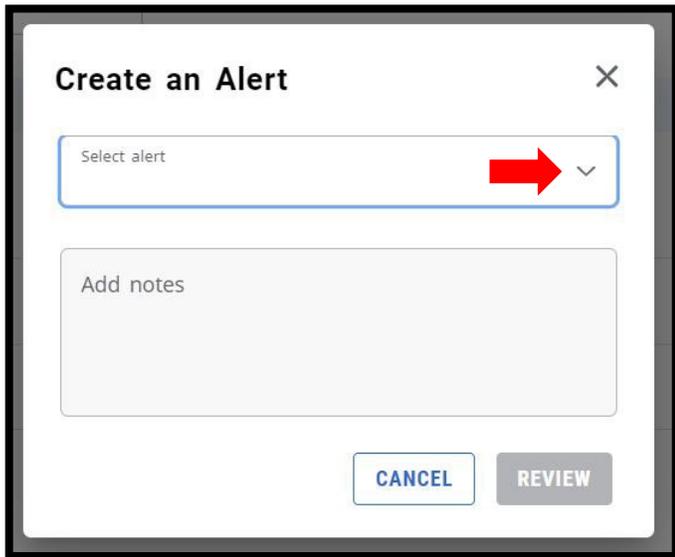
The screenshot shows the 'Alert Submission' page after one student has been selected. The search bar still contains 'Students'. A blue bar at the top of the table area says '1 Selected'. A red arrow points to a blue 'CREATE ALERT' button on the right side of this bar. The table below shows the student 'Cruz, Lourdes' with a checked checkbox:

<input type="checkbox"/>	Student ↑	ID	Class level
<input checked="" type="checkbox"/>	Cruz, Lourdes	-----	Freshman
<input type="checkbox"/>	Panicello, Michael	-----	Freshman

At the bottom, it says 'Per page: 20' and 'Total results: 2'. The page number is 'Page 1 of 1'.

Step 8: Next, on the **Create an Alert** window that opens, select the alert type you would like to raise from the drop-down menu of available options by clicking on that alert type.

Please note that only **one** alert type can be selected at a time. **For situations where you have more than one concern about a student, please select the 'Multiple Concerns' alert.**

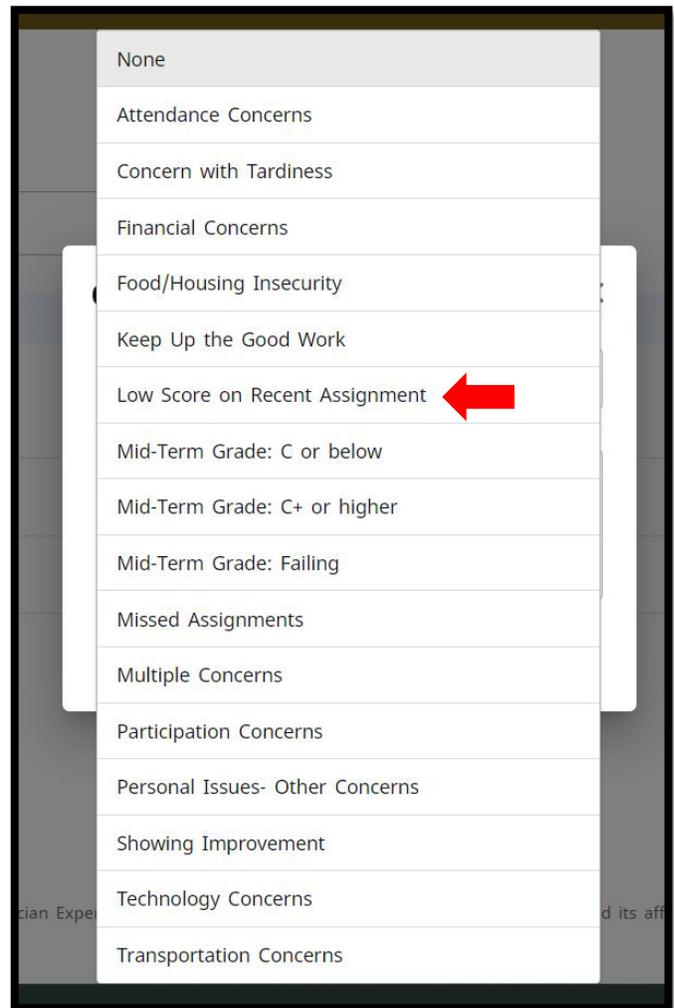


Create an Alert [X]

Select alert [Red Arrow]

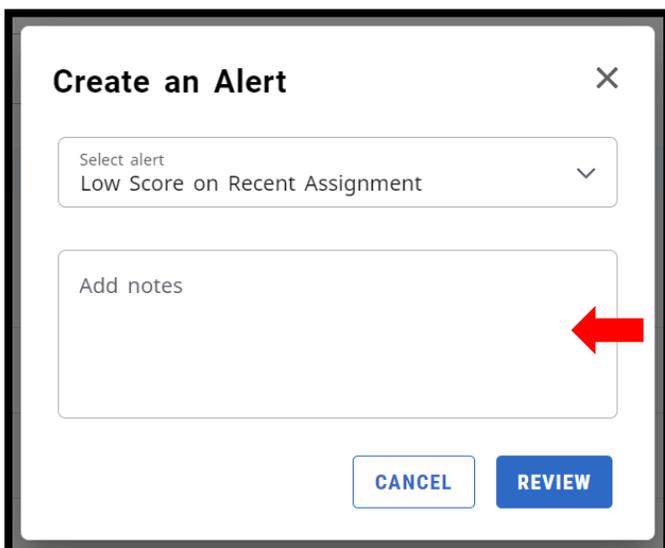
Add notes

CANCEL REVIEW



- None
- Attendance Concerns
- Concern with Tardiness
- Financial Concerns
- Food/Housing Insecurity
- Keep Up the Good Work
- Low Score on Recent Assignment [Red Arrow]
- Mid-Term Grade: C or below
- Mid-Term Grade: C+ or higher
- Mid-Term Grade: Failing
- Missed Assignments
- Multiple Concerns
- Participation Concerns
- Personal Issues- Other Concerns
- Showing Improvement
- Technology Concerns
- Transportation Concerns

Step 9: Next, once you have identified an alert type, you can populate the **Add notes** field below. We recommend adding 3-5 sentences describing the situation and why you are raising that alert on a student.

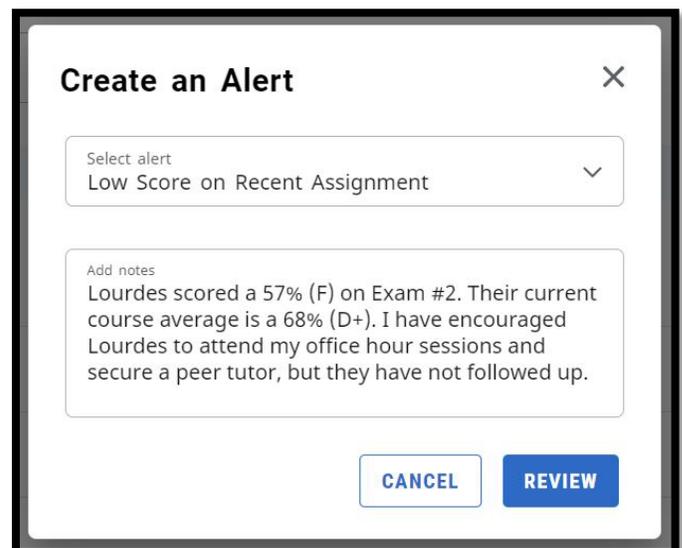


Create an Alert [X]

Select alert
Low Score on Recent Assignment [v]

Add notes [Red Arrow]

CANCEL REVIEW



Create an Alert [X]

Select alert
Low Score on Recent Assignment [v]

Add notes
Lourdes scored a 57% (F) on Exam #2. Their current course average is a 68% (D+). I have encouraged Lourdes to attend my office hour sessions and secure a peer tutor, but they have not followed up.

CANCEL REVIEW

Step 10: After selecting an alert type and including your notes, click the **Review** button on the bottom of your **Create an Alert** window.

The final window will include a summary of the alert, including the alert type you have selected, the student you are raising an alert on, the notes you included with the alert, and the Guided Pathways (GP) Advisor (Alert Owner) of the student that the alert will be sent to.

Create an Alert [X]

Alert: Low Score on Recent Assignment

Student	Alert owner
Cruz, Lourdes	Goulet, Bonnie

Notes
Lourdes scored a 57% (F) on Exam #2. Their current course average is a 68% (D+). I have encouraged Lourdes to attend my office hour sessions and secure a peer tutor, but they have not followed up.

[BACK] [SUBMIT]

Step 11: Finally, when you have completed your alert, click **SUBMIT** on the bottom right of your Create an Alert window to submit your Faculty Alert. After submitting an alert, you will be brought back to the main Alert Submission page.

Please see below for additional information regarding raising Faculty Alerts on multiple students at the same time:

- For certain situations, you may want to raise the same alert type on multiple students in one transaction.
- To do so, on the main Alert Submission page that displays your class roster, simply check off the empty boxes to the left of all the student's you want to raise the same alert type on.
- Please know that any notes that you include on the alert will be attached to every student you selected. When selecting multiple students on the same alert, please do not include any identifiable information about individual students (e.g., "Michael has not participated, Brian has only participated twice"). We recommend keeping your notes general and non-specific (e.g., "The student's receiving this alert are not actively participating during class lectures").
- While notes added as part of an alert will not be sent directly to a student (notes are only sent to GP Advisors), faculty are strongly encouraged to only include language they would feel comfortable with the student reading.