

Email sent to faculty in advance of Early Alert implementation:

Early Alert is *moving* to Navigate

A faculty committee reviewed the Early Alert function in Navigate and made the decision to discontinue Early Alert in TitanWeb and implement in Navigate effective fall 2018.

What is NOT changing?

1. Grading period; Oct. 4-9
2. For all 14-week, undergraduate instructors, classes, students
3. Faculty participation is highly encouraged especially for instructors teaching 100-200 level courses.

What IS changing?

1. The Platform: Instructors will NOT use TitanWeb. Instead, instructors will receive an e-mail with a unique link to their grade rosters in Navigate.
2. The grading scale (old = ACA, ATT, BOT, and OK). Instead, instructors are asked to indicate if a student is "At Risk to Fail" by clicking 'Yes' or 'No'. To make the process more efficient all students can be marked 'No' and then only students of concern can be changed to 'Yes'. When a student is marked 'Yes' one or more of the following reasons must be selected;
 - Class attendance
 - Frequently not participating or prepared
 - Habitually late to class
 - Incomplete/missing assignments
 - Low assignment/test/quiz scores
 - Other (please explain in comments)
3. Students marked 'Yes' get an alert notification email immediately upon instructor submission (any time, Oct. 4-9). Notifications are tailored to the alert reason(s).
4. Students receive one alert email for each course marked 'Yes.' If 'No' is selected, then no alert email is sent.
5. If multiple alert reasons are selected for a given course, the text for each reason is combined into one email.
6. Students do not receive any Comments entered by the instructor.
7. Assigned advisors (Faculty and/or Professional) receive a copy of the alert e-mail. Follow up is at the discretion of the advisor.

In the days prior to the Early Alert grading period instructors will receive an email with detailed instructions, including screen shots, for completing Early Alert in Navigate.