

How to Use the MC Student Alert System

Student Alerts are a non-intrusive way of letting students, their advisors, and administration know about academic problems students are facing. All faculty are expected to use this system to report NEVER ATTENDED students for the benefit of the registrar's office. Teachers of undergraduate students are expected to use this system for student feedback (see published dates for the current semester). Teachers of graduate students may use the system as they deem necessary.

- 1) Start by logging in to the MyMC portal. Then locate the Banner icon in the Launch Pad. This will open up Banner Web.
- 2) Click on the Faculty and Advisors link, Then find the Midterm Grades link. Midterm Grades is the site where you will enter your Student Alert codes.
- 3) Select the term you are working in, and hit submit. Then you can select the class in which you want to submit Student Alert codes. Clicking submit will open up your Midterm Grade sheet.
- 4) Notice at the very top, you have a list of all the different Student Alert codes that you can submit.
 - a. 99 allows you to alert the system that a student has never attended your class.
 - b. 88 allows you to submit a code for students whose attendance is negatively affecting their academic progress. Both the student and the advisor will receive an email message concerning this code.
 - c. 77 also sends a message to the student and the advisor concerning scores and grades that are negatively affecting the student's achievement in your class.

If you become aware of any other student behavior, or circumstances of a more personal nature, that are likely to have a negative impact on a student's academic performance, Please click the link on the MidTerm Grade Report for www.mc.edu/reportit You will be able to add pertinent information that will direct the report to the proper authority.

- 5) To submit an alert, scroll down and find the Early Alert/Absences column. This is where you will type in the appropriate code for the individual students who should receive an alert. For instance, if this student has excessive absences, you should type 88 into this box. You don't need to enter the grade, the last date attended, or even the absences that have accumulated, just 88 is adequate.
- 6) Once you are finished, scroll down and click the submit button. This will save your alerts until they are emailed at the end of the day. Emails will be sent each day.