

Academic Alerts System Guide

Contents

Accessing the Academic Alert System	2
1. Canvas	2
2. myUK Portal (for non-Canvas users)	3
a) Faculty Services – Faculty Services Overview	3
b) Faculty Services – Student Alert.....	4
c) Faculty Services – Class Rolls (Roster).....	4
d) Student Administration – Student Alert	5
Creating an Academic Alert.....	5
Submitting Bulk Alerts.....	12
Viewing Alerts in Advising Hub 2.0	13

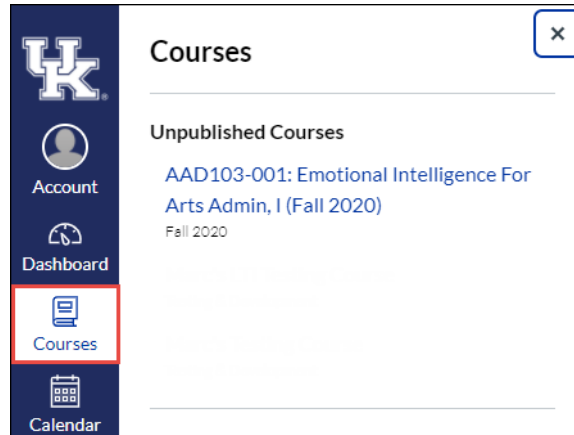
Please use [this form](#) to provide feedback and report issues with the Academics Alerts System.

Accessing the Academic Alert System

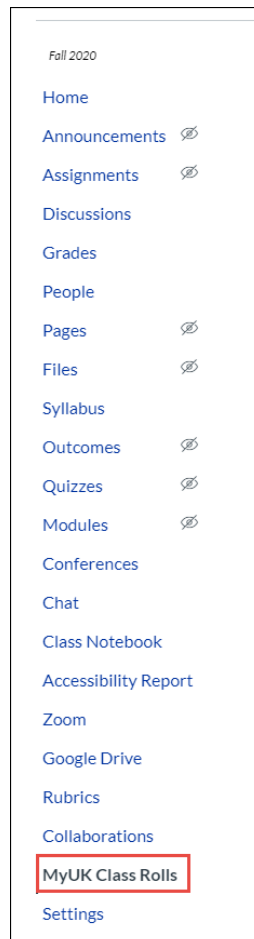
The Academic Alert System can be accessed in two ways.

1. Canvas

In Canvas, click the 'Courses' icon and select a course.



Click the 'MyUK Class Rolls' option in the menu list.



Integrating the Academic Alert System with Canvas allows for instructors to:

- Access the Alert Roster directly from Canvas
- Easily navigate from Alerts to their Issuer Inbox
- Find the outgoing alerts email in their Canvas Inbox

2. myUK Portal (for non-Canvas users)

Users can access the system outside of Canvas in four ways from the myUK portal.

a) Faculty Services – Faculty Services Overview

Click the 'Student Alert System' link in the body of 'Faculty Services Overview':



myUK

Faculty Services

Faculty Services Overview | Grading | UK Alert | Student Alert | ecr Payroll Confirmation | Effort Planning | Class R

Faculty Services Overview

myUK Faculty Services Overview



The UK Quality Enhancement Plan, or QEP, is "Presentation U," a student learning program that enhances written, oral, visual and multimedia skills across the curriculum

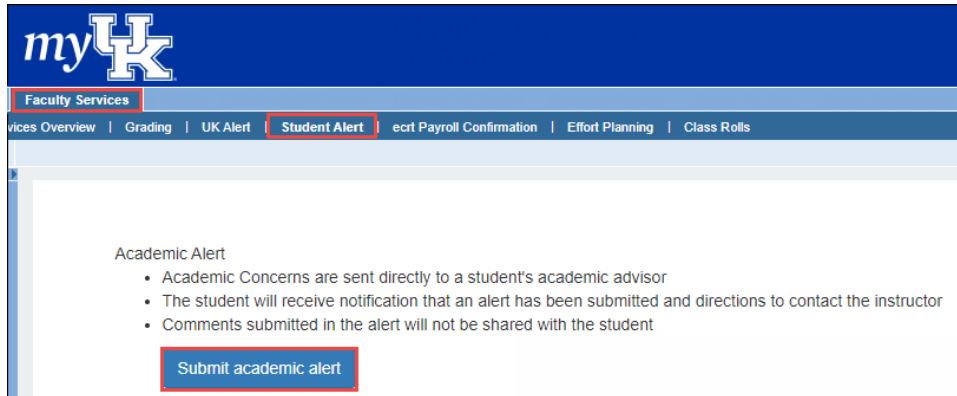
Student Alert: To Report Academic & Behavioral Concerns
Notify appropriate parties regarding academic and/or behavioral concerns.

For more information, go to the [Student Alert System](#).

To Report Academic & Behavioral Concerns
For multiple students with one academic concern: Click the **Class Rolls** tab above.
For single student with academic and/or behavioral concerns: Click the **Student Alert** tab above.

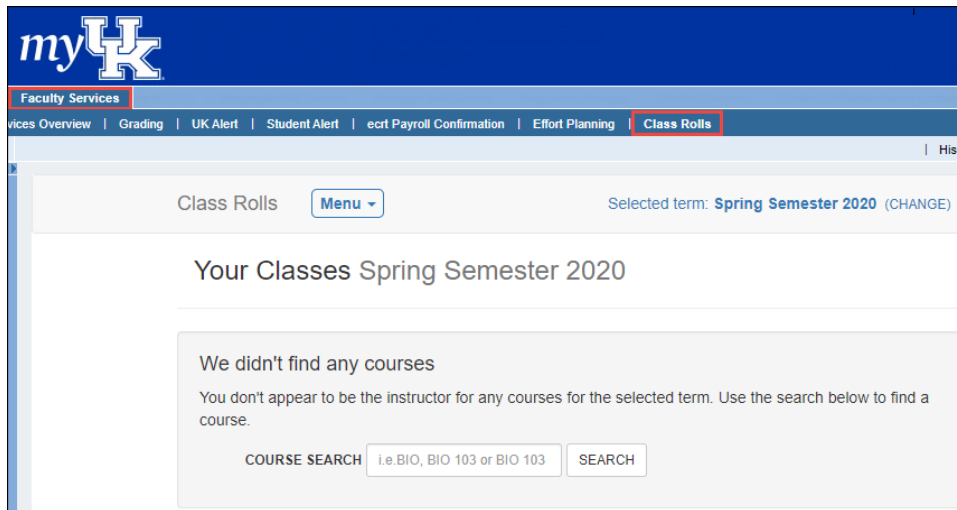
b) Faculty Services – Student Alert

Click the 'Submit academic alert' button in 'Student Alert':



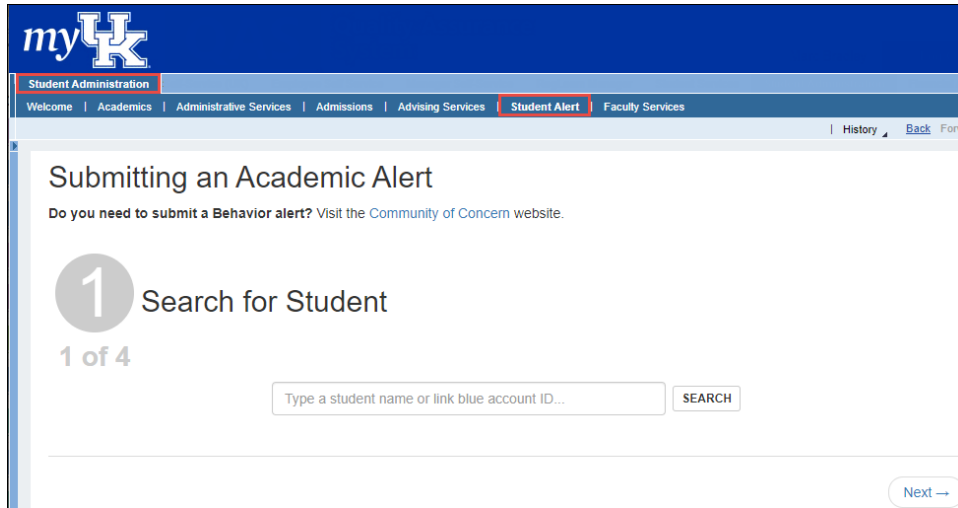
c) Faculty Services – Class Rolls (Roster)

Users can submit alerts from the class roster by clicking the 'Class Rolls' tab and searching for a course:



d) Student Administration – Student Alert

Click the 'Submit academic alert' button in 'Student Alerts':



Creating an Academic Alert

The class roster is displayed.

Section 001		
1.0 Credits		
W 11:00 am - 11:50 am TBD TBD LEC		2 Enrolled
M: ; R:		0 Waitlisted
Show all details		
<input type="checkbox"/> B (1 - E)	1.0 Hours	Details

The **Issue Academic Alert(s)** button appears when one or more students are selected.

1 STUDENT SELECTED [\(clear\)](#) **Issue Academic Alert(s)**

Section 001
1.0 Credits
W 11:00 am - 11:50 am | TBD TBD LEC
M _____ ; R _____


B _____ (1 _____ - E _____) 1.0 Hours

Fill out the Alert form, including a note that goes to the advisor in the Advising Hub if applicable and a message that goes to the student in Canvas.

New Academic Alert

Academic alerts are sent directly to the student via Canvas. The student's advisors will be able to view information you supply here.

Student receiving alert:

 **B [Redacted]**
E [Redacted] / 1 [Redacted]

[Select a different student](#)

Have you previously communicated your concerns to N [Redacted]?

Yes
 No

Course related to this alert:

AAD 103 - Section 001

What type of alert is this? Choose at least one

- Missed Classes
- Habitually Late (more than 10 minutes on a regular basis)
- Homework Not Submitted
- Homework Quality Poor
- Poor Performance on Test or Quizzes
- At Risk of Failing Course (please explain in Comments)
- Planning to Leave UK

Include any specific information for N [Redacted]'s advisors:

Include any specific instructions or comments for N [Redacted] to help them resolve the issue:

[Review](#)

Example of a completed form:

Have you previously communicated your concerns to N [redacted] ?

Yes
 No

Course related to this alert:

AAD 103 - Section 001

What type of alert is this? Choose at least one

Missed Classes
 Habitually Late (more than 10 minutes on a regular basis)
 Homework Not Submitted
 Homework Quality Poor
 Poor Performance on Test or Quizzes
 At Risk of Failing Course (please explain in Comments)
 Planning to Leave UK


Include any specific information for N [redacted]'s advisors:

Three failing quiz scores

Include any specific instructions or comments for N [redacted] to help them resolve the issue:

Visit peer tutoring at The Study.

Review

Click the  button.

New Academic Alert

Academic alerts are sent directly to the student via Canvas. The student's advisors will be able to view information you supply here.

Student receiving alert:

 **B** ██████████
E ██████████ / 1 ██████████

Review Academic Alert

Have you communicated your concerns to N█████?

No

Course related to this alert:

AAD 103 - Section 001

Alert type(s):

- Poor Performance on Test or Quizzes

The message below will be displayed to Advisors in Advising Hub:

Three failing quiz scores

The message below will be included in the information sent to N█████:

Visit peer tutoring at The Study.

A preview of the Canvas message that will be sent to N█████:

Hello Nikki,

You have received an academic alert for:

- Poor Performance on Test or Quizzes

Visit peer tutoring at The Study.

[Submit](#)

[Go Back and Make Changes](#)

[Go Back and Make Changes](#)

Click the [Go Back and Make Changes](#) link to return to the previous screen.

[Submit](#)

Click the [Submit](#) button to complete the Academic Alert.

Example of a submitted alert summary:

The following alert has been submitted.

Student receiving alert:



B [REDACTED]
E [REDACTED] / 1 [REDACTED]

Have you communicated your concerns to N [REDACTED]?

No

Course related to this alert:

AAD 103 Section 001

Alert type(s):

- Poor Performance on Test or Quizzes

The message below will be displayed to Advisors in Advising Hub:

Three failing quiz scores

The Canvas message that has been sent to N [REDACTED]:

Hello N [REDACTED],

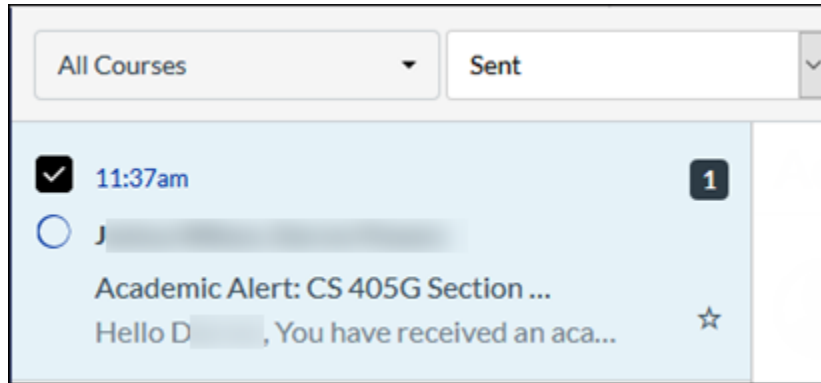
You have received an academic alert for:

- Poor Performance on Test or Quizzes

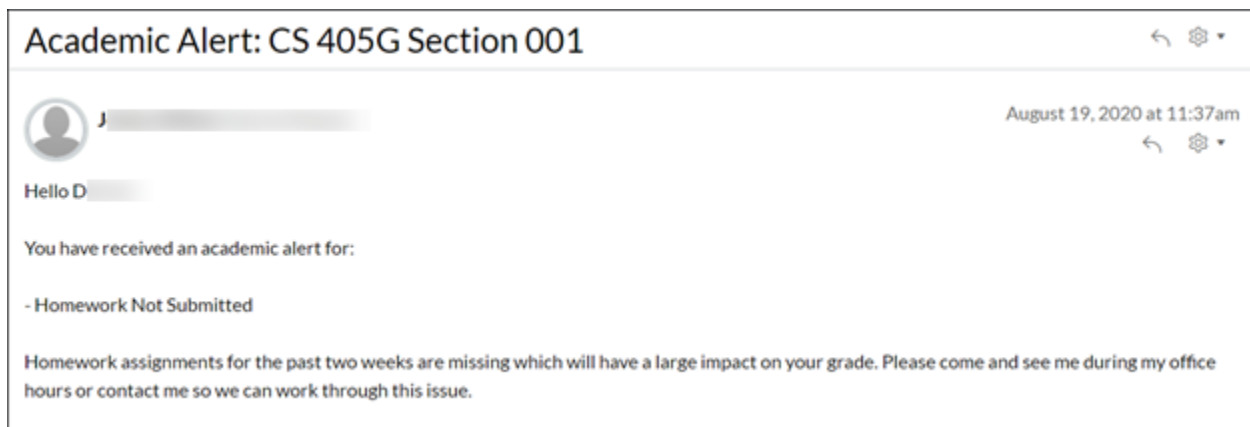
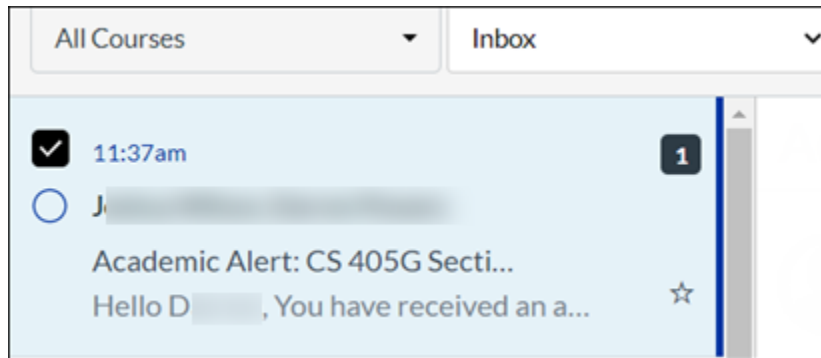
Visit peer tutoring at The Study.

[Submit Another Alert](#)

The Alert creator will have the email sent to the student in their Sent folder in their Canvas Inbox.



Students will receive the email in their Canvas Inbox.



Submit Another Alert

Click the button to select another student,

Select a Student

You can use linkblue, ID number, or name

Submitting Bulk Alerts

Bulk Alerts can be sent when academic alerts need to be issued for more than 50 students in a given course.

Choose a file to upload

[Need the Excel template?](#)

The new version of the bulk alert upload checks:

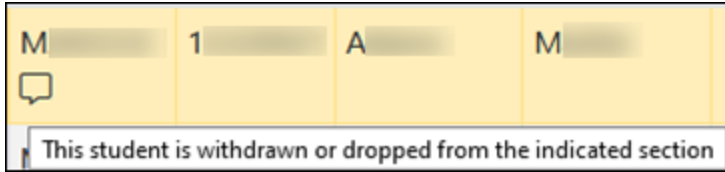
a. If the section indicated is valid

8 student(s) have invalid sections indicated. This may be a data issue with the spreadsheet that needs to be corrected. If you proceed without correcting, any students with invalid sections will not have an alert issued for them.

E	1	A	E
!			
This student is not enrolled in the indicated section			

b. If the students in the alert are in the class

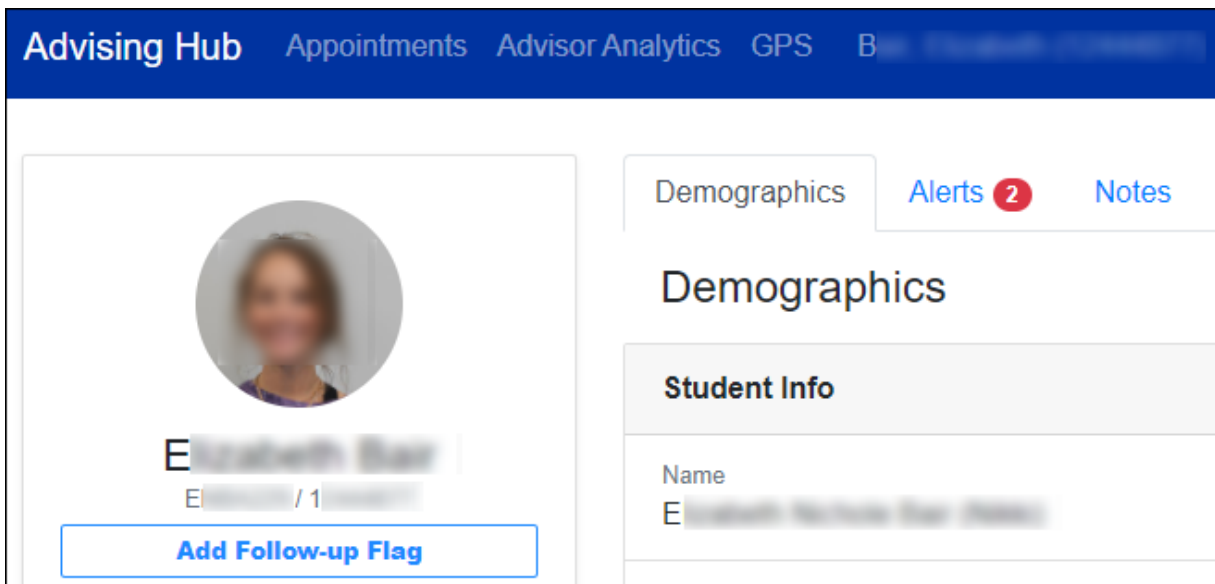
1 student(s) are no longer enrolled in the section indicated. No alert will be issued for dropped or withdrawn section registrations.



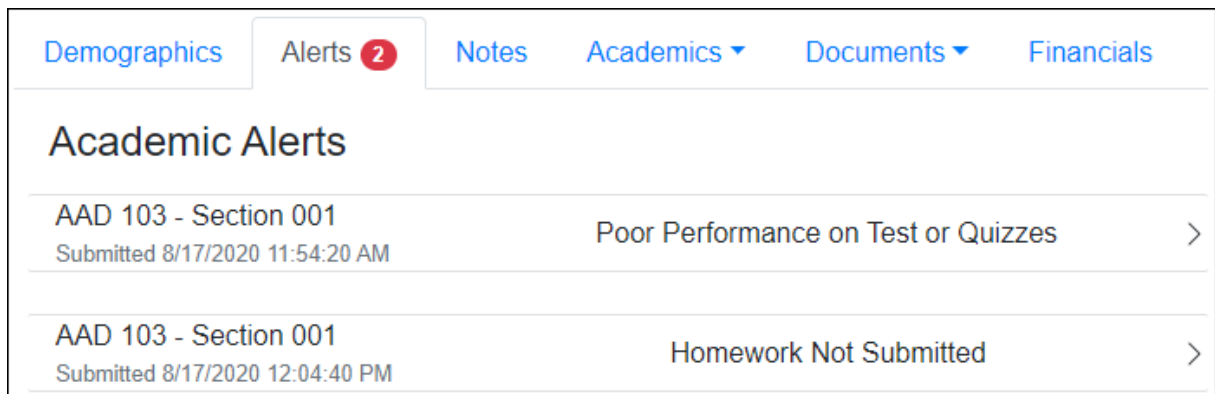
The file can still be processed but the students with these errors will not be sent the alert. This is only be accessible via this [direct link](#).


Viewing Alerts in Advising Hub 2.0

If a student has one or more Alerts, a red dot will indicate this on the Alerts tab of the student’s dashboard in the Advising Hub. The number inside the dot is the number of Alerts recorded.



Click the Alerts tab to see the list of Alerts.



Click the arrow  to expand an Alert to see the message from faculty to advisor.

Demographics	Alerts 2	Notes	Academics ▾	Documents ▾	Financials
<h2>Academic Alerts</h2>					
List / AAD 103 - Section 001					
<small>Course</small>		<small>Alert Types</small>			
AAD 103 - Section 001		Poor Performance on Test or Quizzes			
<small>Message from Faculty to Advisor</small>					
Three failing quiz scores					

Click the [List](#) link to return to the list of Alerts.

Statuses have been removed from Alerts so now they do not need to be processed by advisors. All alerts will be archived after the academic term has ended.