Agenda

• Early Alert at RIT

• User Roles and Process

• Access to Early Alert

• Progress Surveys

• Training and Support for the Early Alert System
Early Alert at RIT

A collaborative effort between faculty and advisors at RIT to ensure student success and persistence.

Goals:

- Alert undergraduate students when they are struggling in class(es)
- Encourage students to seek help from the instructor, advisor and campus resources
- Provide a “place” to store and reference early alert information, providing a support network for the students
## User Roles

### Instructors
- Raise flag(s) when appropriate
- Submit progress surveys
- Record follow up actions in Early Alert:
  - Add comments
  - Clear flags

### Academic Advisors
- Receive email notifications from Early Alert
- Follow up with students
- Record follow up actions in Early Alert:
  - Add comments
  - Clear flags

### Students
- Receive email notifications when flagged
- Contact appropriate instructor, advisor and/or support office
- View success network
Instructor sends early alert to student (via “Progress Survey” or “Raise Flag”)

Student talks to instructor

Student talks to advisor

Student does not respond

Instructor/Advisor adds comments to Early Alert Flag

Communication continues between instructor, advisor and student
Login

- myCourses
  - http://www.mycourses.rit.edu/
  - Widget on right hand side of page

- SIS
  - Early Alert icons are present on Faculty Center, Advisor Center and Student Center pages
Two Methods to Alert Students in System

- **Progress Surveys**
  - Targeted campaigns designed to allow instructors to communicate with at-risk students during key times in semester (weeks 4-6, weeks 9-11).
  - Instructors should submit surveys even if there are no concerns for any students in class.

- **Raise a Flag**
  - Allows instructor to send an early alert to individual students who are at-risk at any point during the term.
  - Especially helpful if a student’s status changes outside of the progress survey timeframe.
• Select one area of concern per student; add comments for additional detail
How to Complete a Progress Survey
Comment Parameters

- Comments:
  - Clear and factual
  - Information should be specific to the alert
  - Any related information should be very general in nature
  - Supportive
  - Avoid Evaluative Language
  - Disclosable Under FERPA
    - Students may request to view all records within Early Alert
Fall 2151 Progress Surveys

- **Week 2**  NO SHOW Survey for YearOne ONLY
  - Helps advisors & departments identify students who may not have arrived on campus

- **Weeks 4-6**  Early Alert Progress Survey #1
  - All undergraduate courses, undergraduate students

- **Weeks 9-11**  Early Alert Progress Survey#2
  - All undergraduate courses, undergraduate students
**Advisory Groups**

**Faculty Advisory Group**
Zack Butler (GCCIS)
Peter Byrne (CIAS)
Matt Coppenbarger (COS)
Mike Eastman (CAST)
Dawn Hollenbeck (COS)
Matt Marshall (COE)
Sean Sutton (CLA)

**Advisor Advisory Group**
Lisa Boice (SCB)
Abby Cantwell (CMS)
Gary Cole (HST)
Paula French (SA)
Angelo Fuino (USP)
Rosanne Klingler (COS)
Kathleen Moran Doskos (NTID)
Hillary McCormick (COE)
Mary Ann Donato (CAST)
Mina Pulcini (GCCIS)
Kristen Simmons (CLA)
**Training:** Instructor Sessions

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**User Guide:** [www.rit.edu/earlyalert](http://www.rit.edu/earlyalert)

**Questions:** [earlyalert@rit.edu](mailto:earlyalert@rit.edu)