Early Alert Instructions for Faculty

1. Log in to MyGiant at cos.edu.
2. Click on the BannerWeb icon on your MyGiant page.

3. On the BannerWeb Main Menu, click on the Faculty & Advisors link.

4. On the Faculty & Advisors Link, select Send Early Alert

5. Select a term and click Submit.

6. Select a CRN and click Submit.

7. When you land on the Early Alert page, you will see your class roster with student names and Banner ID numbers. Some of your students' records will be highlighted, and this means that they are part of a special program at COS, such as EOPS.

8. Next to each student's name there is a row of boxes. You can select any or all of these boxes. The student will see that you have selected a box with the exception of the DRC box.

MGrd   Atnd   Part   Home   Test   Comp   Tutr   Drop   See   DRC   Comments

a. MGrd = current grade. Type in a letter that corresponds with the student's current grade as you have calculated it.

b. Atnd = attendance. Click on this box to indicate that the student's attendance could be improved.

c. Part = participation. Click on this box to indicate that the student's participation can be improved.

d. Home = homework. Click on this box to indicate that the student has not been turning in homework as assigned.

e. Test = test performance. Click on this box to indicate that the student has not done well on a recent test.

f. Comp = comprehension. Click on this box to indicate that the student is having difficulty comprehending course content.

g. Tutr = tutor. Click on this box to recommend that the student work with a tutor.

h. Drop = drop. Click on this box to recommend that the student drop the class.

i. See = see. Click on this box to recommend that the student come to see you.

j. DRC = disability resources (the AAC). Click on this box to alert professional staff in the AAC that you suspect a student may benefit from having AAC services. The student will be contacted discretely to tell the student about available services. Your name will not be mentioned.

k. Comments = comments. Write comments to the student in this box. Be aware that the student will see these comments.

9. After you have selected your options, be sure to click the Submit button below the student list.

Submit

10. When you submit your Early Alerts, students receive an email message that shares your concerns as selected. Your comments will also be included in the message. Banner retains a copy (on the Early Alert roster) of the options and comments you selected for each student.