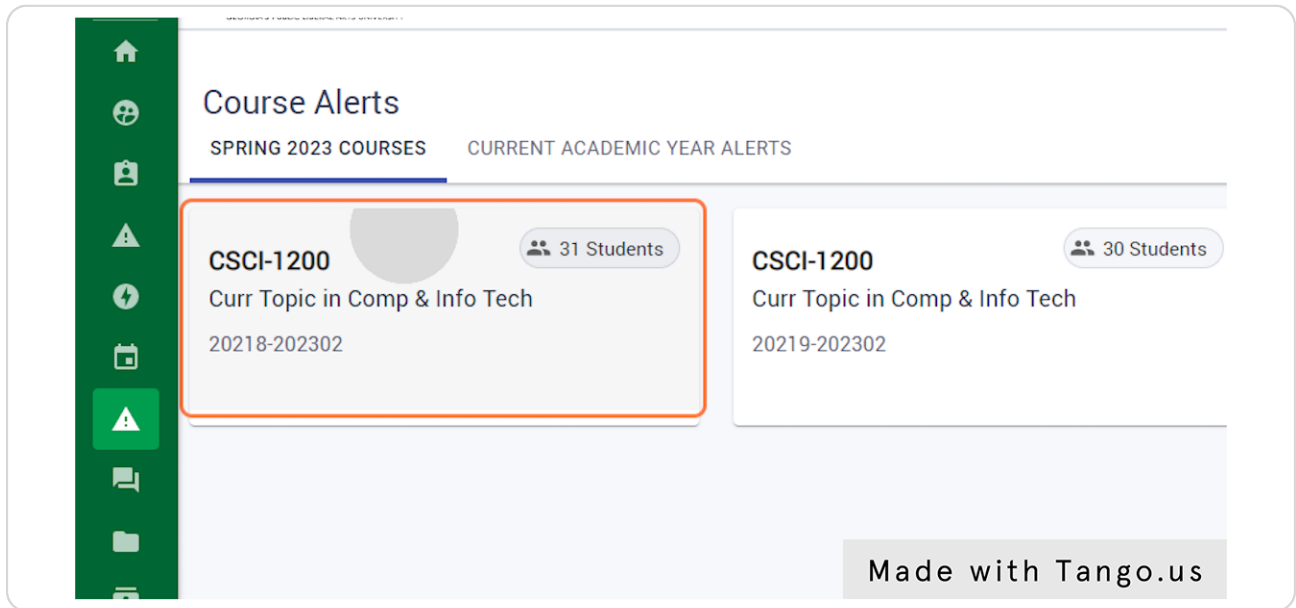


STEP 1

Log into Civitas

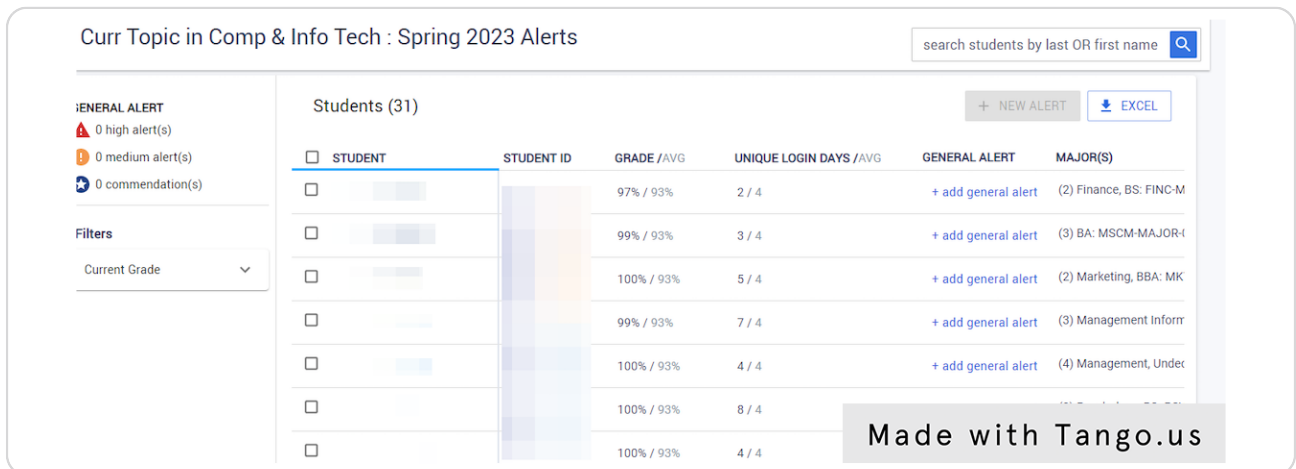
STEP 2

Click on course tile.



STEP 3

This will take you to the course page which lists all students in the course



STEP 4

Click on + add general alert on the student line

UNIQUE LOGIN DAYS /AVG	GENERAL ALERT	MAJOR(S)
2 / 4	+ add general alert	(2) Finance, BS: FINC-M
3 / 4	+ add general alert	(3) BA: MSCM-MAJOR-
5 / 4	+ add general alert	(2) Marketing, BBA: MK
7 / 4	+ add general alert	(3) I

STEP 5

Select alert type

Add info here.

Alert Level


- ★ Commendation
- ! Medium Alert
- ⚠ High Alert

Notes posted here can only be viewed by advising staff. Please use that will help staff in assisting the student.

STEP 6

Select Concerns from List

You can also select actions for the student and advisor for follow-up.

 High Alert ▼

Choose High Alert if the student is in immediate danger of failure or other serious flag a concern that you feel might result in serious consequences if left unre: exceptional performance.

Concerns: Student should:

Attendance N/A

Participation

Coursework

Preparedness

Other

Made with Tango.us

STEP 7

Add notes related to the alert

Coursework

Preparedness

Other

Aug 26, 2022

Vera has not been attending class or submitting assignments. |

Made with Tango.us

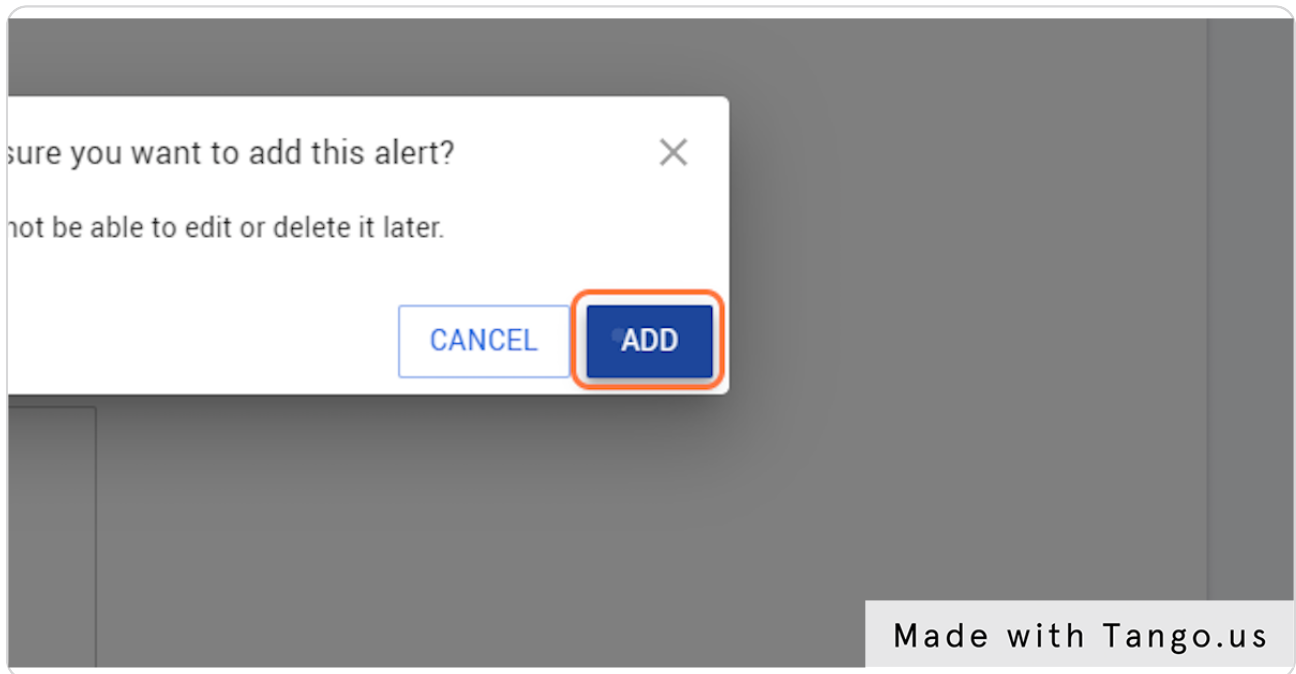
STEP 8

Click on **ADD** in the bottom corner



STEP 9

Click **ADD** on the confirmation screen



STEP 10

Alerts will show in list under Current Academic Year Alerts

COURSE	SEMESTER	TYPE	LEVEL	RESOLVED
U1, Vera	FALL 2022	General	High Alert	✓
U1, Vera	FALL 2022	General	High Alert	⚠

STEP 11

Comments

You can view comments from other faculty and staff members. You can also click the comment button to add additional notes.

DERGRADUATE
orgia College and State
iversity
2012 - Summer 2025

Comment:
Vera has not been attending class or submitting assignments.

PDF [Comment Icon]

Aug 26, 2022 - Simpson, Nikki
Vera was out do to illness. Discussed the importance of communicating with faculty members. Encouraged Vera to talk with faculty member of the course to see what options are in regards to the missed assignments. Vera and I will meet next week to

STEP 12

Adding more information to an alert

After selecting the notes button, type notes and click add.

er 2025

PDF

attends class regularly for the rest of the term and does well on assignments she can still be successful in the course.

CANCEL ADD

Aug 26, 2022 - Simpson, Nikki
Vera was out do to illness. Discussed the imp
communicating with faculty members. Encou

Made with Tango.us

STEP 13

Resolved alerts will have a checkmark

+ NEW ALERT

LEVEL	RESOLVED	DATE UPDATED
High Alert	✓	Aug 26, 2022
High Alert	✓	Aug 26, 2022

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STEP 14

Click the name of student and you can see comments related to the resolution

General  High Alert  Aug 26, 2022

Advisor should:
-

Date Resolved:
Aug 26, 2022

Resolution Comment:
Vera has connected with faculty member and has a plan in place to be successful in the course. Will follow-up if needed based on midterm grades.

Resolved by:
Simpson, Nikki

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