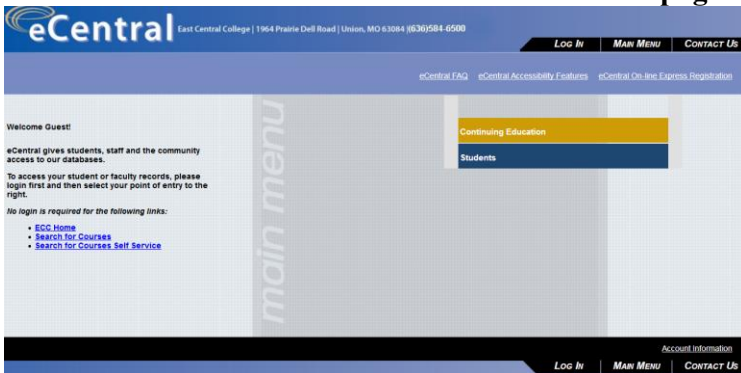


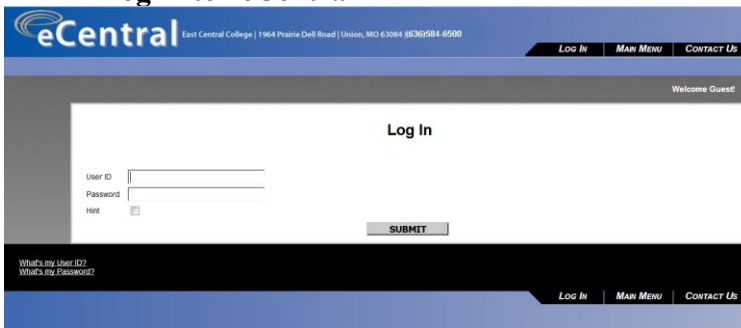
SAGE Early Alert How-To Guide

The following guide serves as an instructional manual for ECC instructors to submit Early Alerts through the *SAGE TutorTrac* system. To submit an Early Alert through this system, follow these steps:

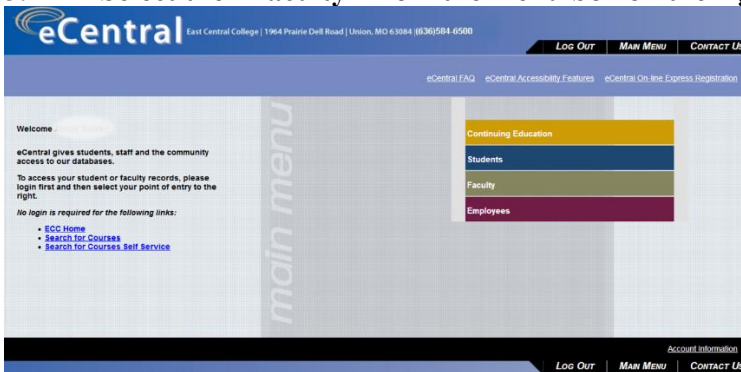
1. Go to “eCentral” link located on the home page



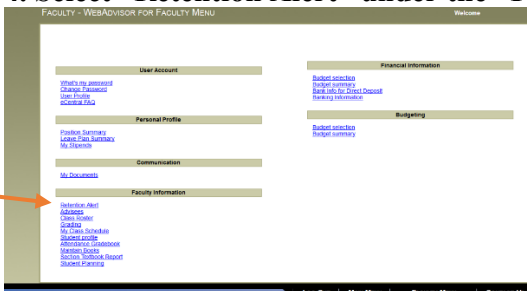
2. Log in to “eCentral”



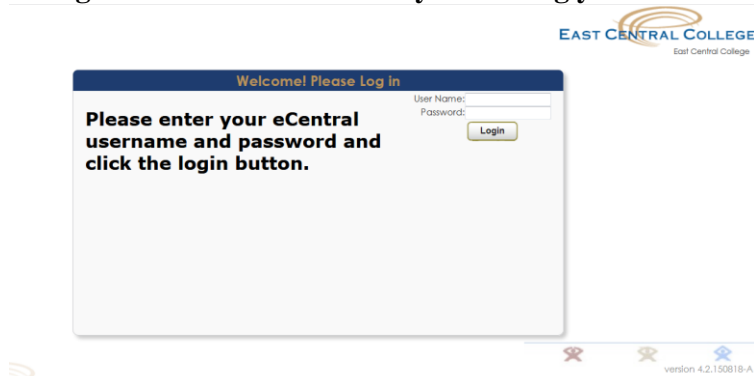
3. Select the “Faculty” from the menu box on the right-hand side



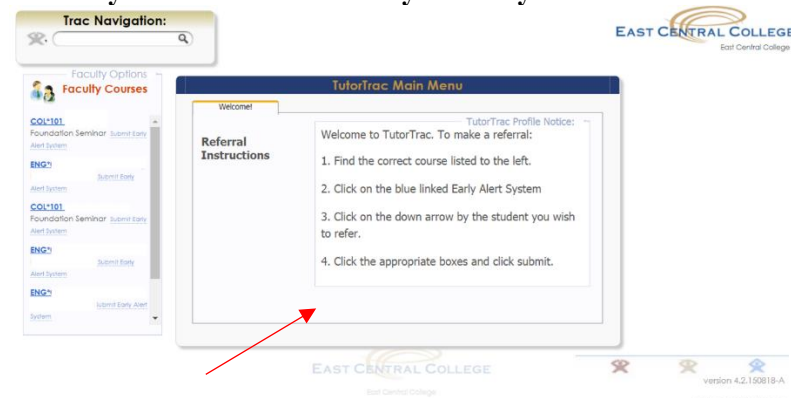
4. Select “Retention Alert” under the “Faculty Information” menu



5. Log in to SAGE TutorTrac system using your eCentral username and password



6. A “Welcome” page tab will open with “Referral Instructions.” In the box on the left-hand side, under “Faculty Courses” click “Early Alert Systems.”



7. A “Referrals Entry” box will open. Read the “EAS Instructions,” locate, and click on the student name to complete a referral.



8. Complete all available fields for each student. Please note that you may only select one recommendation option per referral. An additional notification email will automatically be sent to the Athletic Director (if student is an athlete) or the academic degree program designated person, notifying him/her of the referral. If you are sending a “KUDO” to a student, no recommendation is needed (it goes directly to the student). Also, you may provide detailed notes about each particular alert in the “Additional Comments” box for record-keeping purposes.

9. Once the alert(s) is completed, click the “Submit” bottom at the bottom left of the page.

10. The following are samples of the Early Alert emails:

a. Sample email confirmation to faculty.

Wed 12/12/2018 10:22 AM
 Alison.tucker@eastcentral.edu
 [TEST] Early Alert Confirmation
 To: Faculty

You submitted a referral for
 Student Name and ID
 Course
 on Date

For the following reasons:
 Selected reasons

With requested follow up by:
 Selected follow up by

Here is what you recommended to the student Text entered in recommendation box
 Additional comments: Text entered in additional comments box
 Thank you for participating!

b. Sample email to specific advisor or designated department.

Thu 11/22/2018 1:04 PM
 Faculty
 [TEST] Tutoring Referral-EAS
 To: Designated advisor or department

Action Items

A referral has been created for
 Student Name
 Course Name and Number

for:
 Grade concern

with the following recommendations:
 Tutoring

Did the instructor speak to the student about concerns? Yes
 What did the instructor recommend to the student? recommendations box
 Any additional notes? blay additional comments box

c. Sample email to student notifying him/her of referral.

Mon 11/5/2018 10:34 AM

Faculty Email

[TEST] Early Alert Created

To: Student Email

Dear Student's first name

Your academic success is important to us at East Central College (ECC). An Early Alert referral has been issued by your instructor, who is concerned about your academic progress in Course Number

Please note that Advising will receive notification of this referral, and someone from that department will be contacting you [shortly] to assist you in identifying individualized options, resources, and/or solutions to help you stay in class and successfully finish.

Sincerely,

Early Alert Team
East Central College

d. Sample “follow-up” and “closed” email to instructor who sent original referral.

Mon 12/10/2018 4:43 PM

michelle.branton@eastcentral.edu

[TEST] Early Alert - Follow-up

To: Faculty email

You submitted a referral for Student name on 12/10/2018.

The following steps were taken on Date :

Additional Notes field

Thank you,

Followed up by

Mon 12/10/2018 4:45 PM

michelle.branton@eastcentral.edu

[TEST] Early Alert-Closed

To: Faculty email

You submitted a referral for Student name on 12/10/2018.

The referral was closed on Date because:

Processed/Resolution Notes field

Thank you,

Processed by

The Alert Team is comprised of the following:

- Director, Advising and Counseling
- Vice President, Student Development
- Director, Distance Learning and Educational Technology
- Director, Financial Aid
- Executive Director, Learning Center
- Director, Rolla or Designee
- Faculty Association President, VP, or Designee
- Registrar
- Alison Tucker, Learning Center/SAGE Specialist
 - 636/584-6660
 - Alison.tucker@eastcentral.edu
 - BH 189