Step 1: Login to Civitas Inspire (<u>https://uvu.inspire.civitaslearning.com/</u>) using your UVU ID, password, and Duo Authenticator.



Step 2: Select "Alerts" found under "Tasks".

CONNECT	TASKS	2
Messages	Course Alerts	
Advisor Directory		

Step 3: Select the course to which the student belongs.

tasks > course alerts Alerts						
Summer 2020 Courses Current Academic Year Alerts	Summer 202	20 Courses (2)				
	NUMBER	NAME	SECTION	STUDENTS	EARLY ALERT	MID-TERM
	Test_100	Test Course 100	А	2	closed	closed
	Test_200	Test Course 200	А	1	closed	closed

Step 4: Select the name of the student for whom you are submitting the alert. Select the type of alert.

Students (1/2 se	elected)			+ NEW	ALERT ± EXCEL
STUDENT	UE LOGIN DAYS / AVG	EARLY ALERT	MID-TERM	END OF TERM	GENERAL ALERT
Carter, Vera		not active	not active	0 SESOLVED	A 29 401
 Jones, Chris 		not active	not active	not active	0 2020-05-21

Step 5: Select the type of alert

Concerns:	Student should:	Advisor should:
Low or missing grades	Contact me	No action needed
 Quality of written work 	Collaborate with	Discuss academic
Missed or late to class	classmates	challenges
Unprepared for class	Make assignments a	Explore barriers to
Low participation	priority	success
Grades	Make attendance a priority	Help with academic
Low or missing test	Prioritize class	planning
grades	preparation	Meet with student
Other	Prioritize test preparation	Provide academic
	Meet with academic	resources
	advising	Non-academic referral
	Use learning opportunities	Other
	Meet with Success	
	Specialist	
	Use Tutoring Center	
	Other	

This will generate an email that will be sent to the student as well as the instructor. A personal message can be included near the bottom.



Step 6: Verify the confirmation email arrived.

-	
Dear	1,
Your Inspire them. If you when that re	alert has been sent to your student and a Student Success Specialist who can support requested an action from the Student Success team, you will receive a notification equest has been resolved.
If at any tim Senior Dire About A Stu	e you are concerned about a student's immediate well-being, please contact Bill Erb, ctor of Student Health Services at <u>erbbi@uvu.edu</u> and list the subject as "Concerned ident".
Thank you f provide info	or being a part of the student support team! We appreciate you taking the time to rmation through Inspire.
Kind regard	s,
Marcy Glas First-Year E Utah Valley <u>marcyg@uv</u>	sford, Director xperience & Student Retention University <u>ru.edu</u> or 801-863-7067
• http://u	.vu.inspire.civitaslearning.com

Step 7: An alert will be sent to the student's advisor as well as a UVU Student Success Specialist. Once the student has been helped you will receive a confirmation that the issue has been addressed.

The Insp at http://u	vire alert you raised concerning Vera Carter has been marked as resolved. Login to Inspire <u>uvu-et.inspire.civitaslearning.com</u> for additional information.
Message	e from Demo AdvisorPlusSSU1:
Testing r	resolve alert mails
Thank yo	ou for being a part of our student support team!
Marcy G	lassford, Director
First Yea	ar Experience & Student Retention
marcyg@	<u>2uvu.edu</u> or 801-863-7067
💡 http	://uvu-et.inspire.civitaslearning.com