

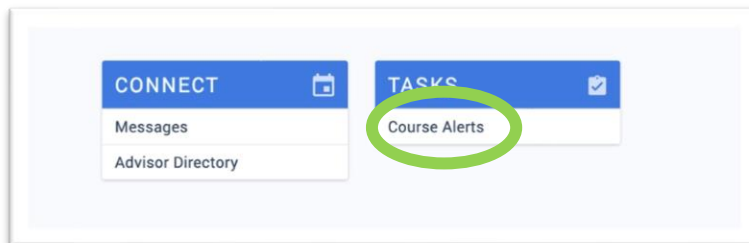
# Early Alerts

A step-by-step guide of how to submit Early Alerts through Civitas

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



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



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

tasks > course alerts

### Alerts

Summer 2020 Courses

Current Academic Year Alerts

Summer 2020 Courses (2)

NUMBER	NAME	SECTION	STUDENTS	EARLY ALERT	MID-TERM
Test_100	Test Course 100	A	2	closed	closed
Test_200	Test Course 200	A	1	closed	closed

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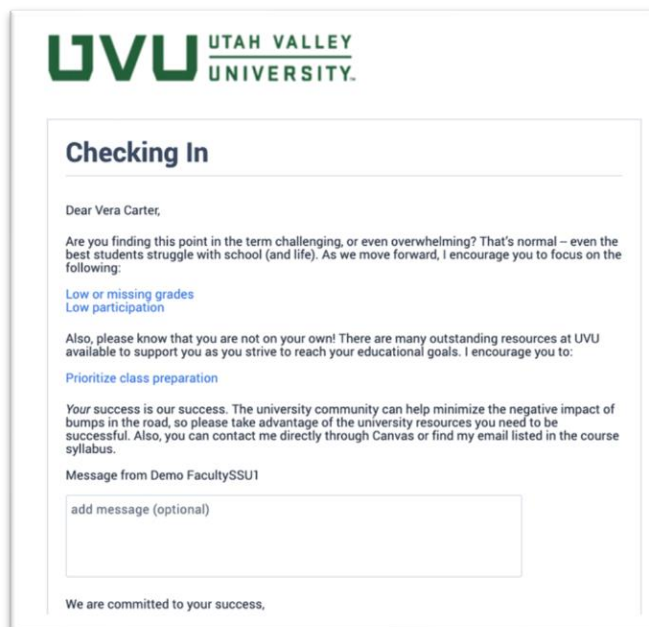
Step 4: Select the name of the student for whom you are submitting the alert. Select the type of alert.

Students (1/2 selected)						<a href="#">+ NEW ALERT</a>	<a href="#">EXCEL</a>
<input type="checkbox"/> STUDENT	UE LOGIN DAYS / AVG	EARLY ALERT	MID-TERM	END OF TERM	GENERAL ALERT		
<input checked="" type="checkbox"/> Carter, Vera		not active	not active	<span>🔴</span> <span>🟢</span> RESOLVED	<span>🚩</span> 2 <span>🔴</span> 4 <span>🟢</span> 1		
<input type="checkbox"/> Jones, Chris		not active	not active	not active	<span>🔴</span> 2020-05-21		

Step 5: Select the type of alert

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

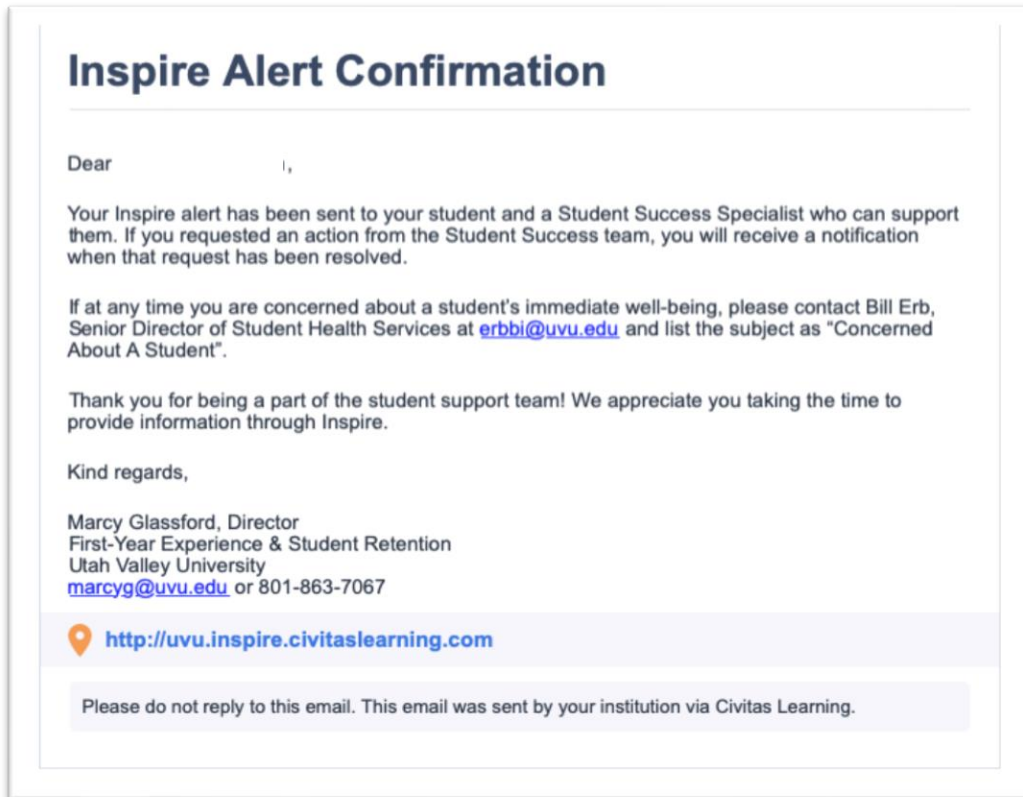
This will generate an email that will be sent to the student as well as the instructor. A personal message can be included near the bottom.



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Step 6: Verify the confirmation email arrived.



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.

