

Jenzabar® Retention Submit Early Alert Form

For Basic Users

Purpose

The purpose of the Submit Early Alert Form is to allow members of the campus community to quickly notify the appropriate individual(s) when they have a concern about a student.

Highlights

The fields in the form help organize concerns to ensure easier processing for retention staff. Once submitted, an Early Alert (with attached intervention information) is recorded in a central location and only individuals with access to the appropriate kinds of student information may review the concern before creating a course of action.

The form has three components: the Early Alert Section (A), the Student Selector (B), and the Early Alert Intervention Section (C). In the Early Alert Section a submitter indicates their concern. The Student Selector allows the submitter select the student or students to add to the alert. In the Early Alert Intervention Section the submitter notifies retention staff of any actions he or she may have taken in response to their concern.

Submit Early Alerts

If you have concerns about a student, our student support team wants to know **as soon as possible**. Please use this form to let us know if you have any reason to fear a student might be at risk. Thank you for your care for and service to our students.

Thanks again!

1. Submit Early Alert(s) for*

[Select students](#) **B**

2. Your relationship to the selected student(s)

Advisor

3. Type of concern*

Academics **A**

4. Severity of this issue*

High Severity

5. Details about this concern

Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue.

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6. Have you interacted with the student(s) regarding this concern?*

Yes No **C**

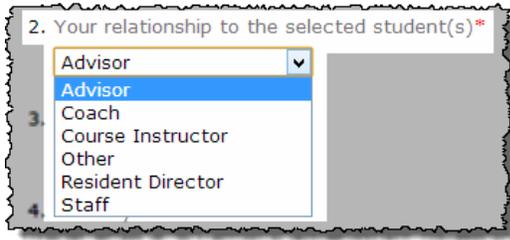
* required

Submit Early Alert Cancel

Please Note: Because of the highly customizable nature of Jenzabar® Retention the text at your institution may vary from what appears in this reference.

3

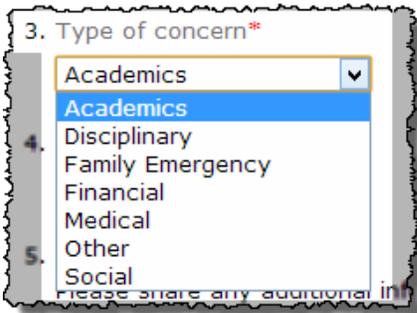
The “Your relationship to the selected student(s)” drop down menu allows submitters to select their **Relationship** to the student(s) they have added to the alert.



Relationship describes the existing relationship between a student and the submitter. Each institution creates a custom list of relationships. If a submitter has more than one relationship to the student he or she should choose the one that best applies to the concern.

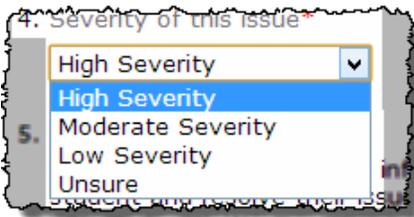
4

Submitters indicate the **Concern Type** for the alert by using the “Type of concern” drop down menu.



Concern Type describes the type of retention concern that the Early Alert is being submitted about. Concern types help retention managers organize their responses to alerts and also assist in analysis of retention issues. Concern types are specific to each institution.

5



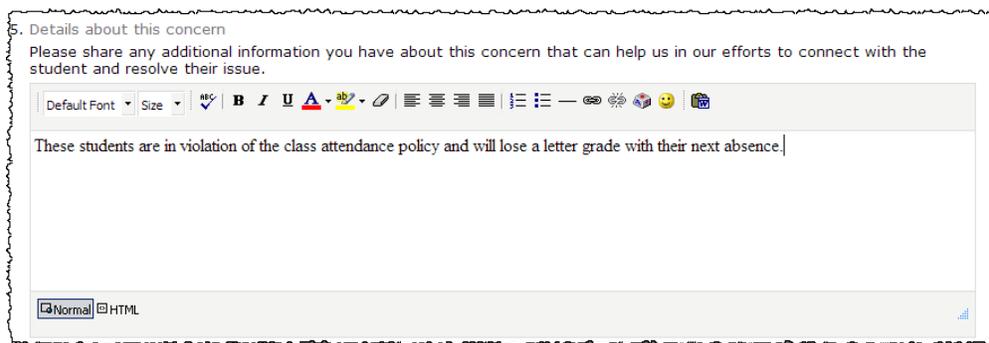
The “Severity of this issue” drop down menu allows the submitter to rank the seriousness of the concern they are reporting in terms of the student’s success or chance of retention at the institution.

For example, if a submitter believes the concern in the alert indicates that the student is highly likely to not be retained and intervention is needed, he or she would choose “High Severity”. Conversely, a submitter might choose “Low Severity” if the issue appeared to be less serious and/or unlikely to require intervention, but still information the retention team should know.

6

In the “Details about this concern” text box, submitters may provide detailed information about their concern for the student. Below is an example of information an individual may choose to enter.

The area between the “Details about this concern” header and the text box may include institution specific instructions outlining guidelines and information requirements for the text box.



Here is an example of a completed Early Alert Section of the Submit Early Alert Form:

1. Submit Early Alert(s) for*

Student	Info	Course
Sandra Nash		EDUC 308 A - SEC ENGLISH METH/FIELD EX
April Thomas		EDUC 308 A - SEC ENGLISH METH/FIELD EX
Karen White		EDUC 308 A - SEC ENGLISH METH/FIELD EX

 [Edit selected student\(s\)](#)

2. Your relationship to the selected student(s)*

Advisor

3. Type of concern*

Academics

4. Severity of this issue*

High Severity

5. Details about this concern

Please share any additional information you have about this concern that can help us in our efforts to connect with the student and resolve their issue.

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These students are in violation of the class attendance policy and will lose a letter grade with their next absence.

B

Submit Early Alert Form: Student Selector

1. Submit Early Alert(s) for*

The screenshot shows a web interface for selecting students. At the top, there is a "Select from:" dropdown menu with "All Students" selected, labeled with a blue circle containing the number 1. Below this is a search bar labeled "Click students to select them:" with the placeholder text "filter list by name ...", labeled with a blue circle containing the number 2. The main area is divided into two columns: "Student" and "Selected Students". The "Student" column contains a list of student names with expand/collapse icons (+/-) and information icons (i). The "Selected Students" column is currently empty, labeled with a blue circle containing the number 4. At the bottom of the "Selected Students" column is a "Remove all" button with a red 'x' icon, labeled with a blue circle containing the number 5. At the bottom of the entire form are "Prev" and "More" navigation buttons, an "OK" button, and a "Cancel" button, with the "OK" button labeled with a blue circle containing the number 6.

This close-up shows the "Select from:" dropdown menu. The options include course identifiers such as "EDUC 203 A - CULTURALLY RELEVANT PEDAG", "EDUC 308 A - SEC ENGLISH METH/FIELD EX", and "EDUC 203 A - CULTURALLY RELEVANT PEDAGOGY". It also includes semester labels like "--2011-2014 Fall Test Semester--" and "--2012-2014 Test Semester--". At the bottom of the list, there are options for "My Advisees" and "All Students". A blue circle with the number 1 is positioned to the left of the dropdown.

The "Select from" drop down menu allows submitters who are advisors and/or course instructors to select students from all students, their advisees, or their courses.

To the left is an example of what the drop down might look like for a submitter who is both an advisor and a course instructor.

Notice that the submitter may choose from:

- Courses from current and previous terms
- His/her advisees
- All students

If a submitter is not an advisor and not a course instructor the form will default to "All students". This list is also filtered to only show "active" students.

Selecting students from your courses (from current and previous terms):

When selecting from courses, the submitter may select the relevant course and then either scroll to find the appropriate student(s) or use the Filter List by Name box. Once added to the alert, selected students will appear as shown below:

1. Submit Early Alert(s) for*

Student	Info	Course
Sandra Nash		EDUC 308 A - SEC ENGLISH METH/FIELD EX
April Thomas		EDUC 308 A - SEC ENGLISH METH/FIELD EX
Karen White		EDUC 308 A - SEC ENGLISH METH/FIELD EX

[Edit selected student\(s\)](#)

Selecting from “My Advisees”:

When a submitter selects from “My advisees”, the the Student Selector limits the students available for selection to the submitter’s advisees. From there the submitter may either scroll to find the appropriate student(s) or use the Filter list by name box.

Selecting from “All Students”:

When a submitter selects a student through “All Students” he or she may either scroll to find the appropriate student(s) or use the Filter List by Name box.

1. Submit Early Alert(s) for*

Student	Info	Course
Candice Adams		None
Helen Alamo		None
Shelton Bell		None

[Edit selected student\(s\)](#)

When selecting from either “My Advisees” or “All Students” the selected students will appear as shown to the left once the submitter has added them to the alert

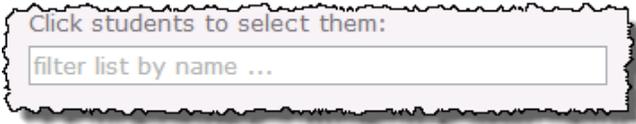
Tip: When to submit batch Early Alerts

It is appropriate to add multiple students to the same alert when a submitter has the same concern for more than one student and has responded to the concern in the same manner for all students. For example, if a professor wanted to notify the retention team that several of her students were performing poorly on quizzes, she could add all the student’s names to the alert and note intervention actions once, rather than repeating the same text for each student. Batch adding alerts like may also be useful for such things as missed meetings, missed assignments, or attendance issues.

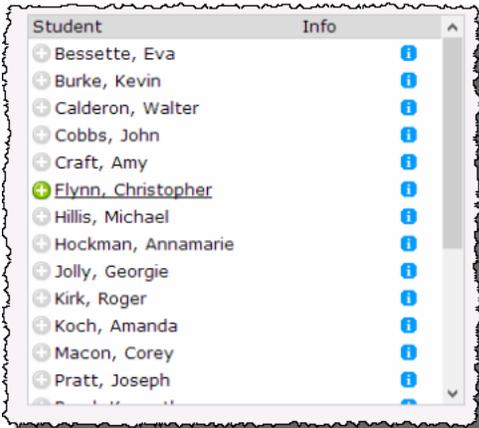
Concerns that are individual in nature should still be submitted individually. For example, if a submitter has a concern related to a student’s behavior, it would be inappropriate to add another student to the alert. Although it would seem a submitter could add multiple students to the alert and then use the “Details about this concern” text box to specify the nature of concern by student, this would result in confidential student information for one student ending up in another student’s information, which could cause a breach in confidentiality.

2

The “Filter list by name” box allows the submitter to enter first and/or last name (or student ID if they have permission to see student IDs) to filter the list of names in the Student Column below it. This is a very fast way to find a specific student and add them. Clearing the filter box returns the whole list to the column and allows searching for another student.



3

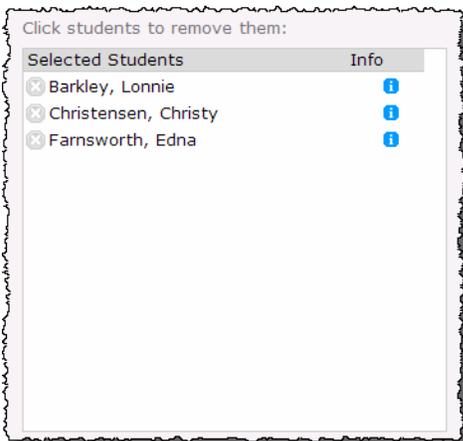


The Student Column on the left side of the Student Selector displays all students that the submitter may add to the alert.



Clicking on the student’s name or the green “plus” icon next to the student will move the student from the left Student Column to the right Selected Students Column. In this case Christopher Flynn is highlighted for selection.

4

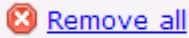


Here three students have been added to the the Selected Students Column.



To remove a student, a submitter may click on the student’s name or the the red “x” icon next to the name. In this case Sally Ackley is highlighted for removal. Removing a student from this column will add them back to the Students Column so they can be selected again if desired.

5

 Remove all

The “Remove All” button allows the submitter to remove all students listed in the Selected Students Column rather than removing each student individually.

6

 OK

Selecting the “OK” button will add the student(s) to the alert.

1. Submit Early Alert(s) for*

Student	Info	Course
Candice Adams		None
Helen Alamo		None
Shelton Bell		None

 [Edit selected student\(s\)](#)

Clicking “Edit selected student(s)” will reopen the Student Selector and allow the submitter to change his/her student selections.

If the student(s) were not selected from current and past courses the submitter may attach a relevant course to the alert after adding the student(s) to the alert.

1. Submit Early Alert(s) for*

Student	Info	Course
Candice Adams		None
Helen Alamo		None
Shelton Bell		None

 [Edit selected student\(s\)](#)

None
-- 2011-2014 Fall Semester--
HUMA 101 L - CIVILIZATION
PHYE 101 B - FITNESS & WELLNESS I-MEN
SPAN 201 D - INTERMED SPANISH I
BUSA 203 B - PRIN OF MANAGEMENT & LEADERSHIP
ACCT 201 A - PRINCIPLES OF ACCOUNTING I

Clicking on the “Course” drop down menu will show a list of the student’s courses for current and past terms.



Submit Early Alert Form: Early Alert Intervention Section

The Intervention Section of the Early Alert when no intervention has been performed.

6. Have you interacted with the student(s) regarding this concern?*

1 Yes No

* required

Submit Early Alert Cancel

The Intervention Section of the Early Alert Form when an intervention has been performed.

6. Have you interacted with the student(s) regarding this concern?*

1 Yes No

Add an Intervention to this Early Alert 2

02:48PM on 06/03/2013 [Change date or time](#)

A. How did you interact with this student?*

3

- I have attempted to communicate my concern to the student but was unsuccessful and/or did not get a response.
- I have communicated my concern to the student, but s/he did not agree it was an issue.
- I have communicated my concerns to the student, and s/he has a plan in place to move forward
- I have worked directly with the student to create a plan for overcoming this issue.
- Submitted on behalf of another. (Please enter name in notes above)

B. Details about this intervention:
Please share any additional information you can about your interaction with the student.

4

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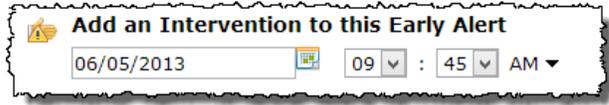
Normal HTML

1

The Yes/No bubble selection allows the submitter to indicate whether he or she has interacted with the student(s) in regards to the concern. If “Yes” is selected, further options become available to report the details of the Intervention.

2

The Intervention Section of the form allows the submitter to change the date and time of the intervention by selecting the “Change date or time” link causing this to appear:



This can be used if the submitter wants to record when the intervention occurred rather than when it was entered. If no change is made, the intervention will default to the date and time that the submitter began to fill out the form.

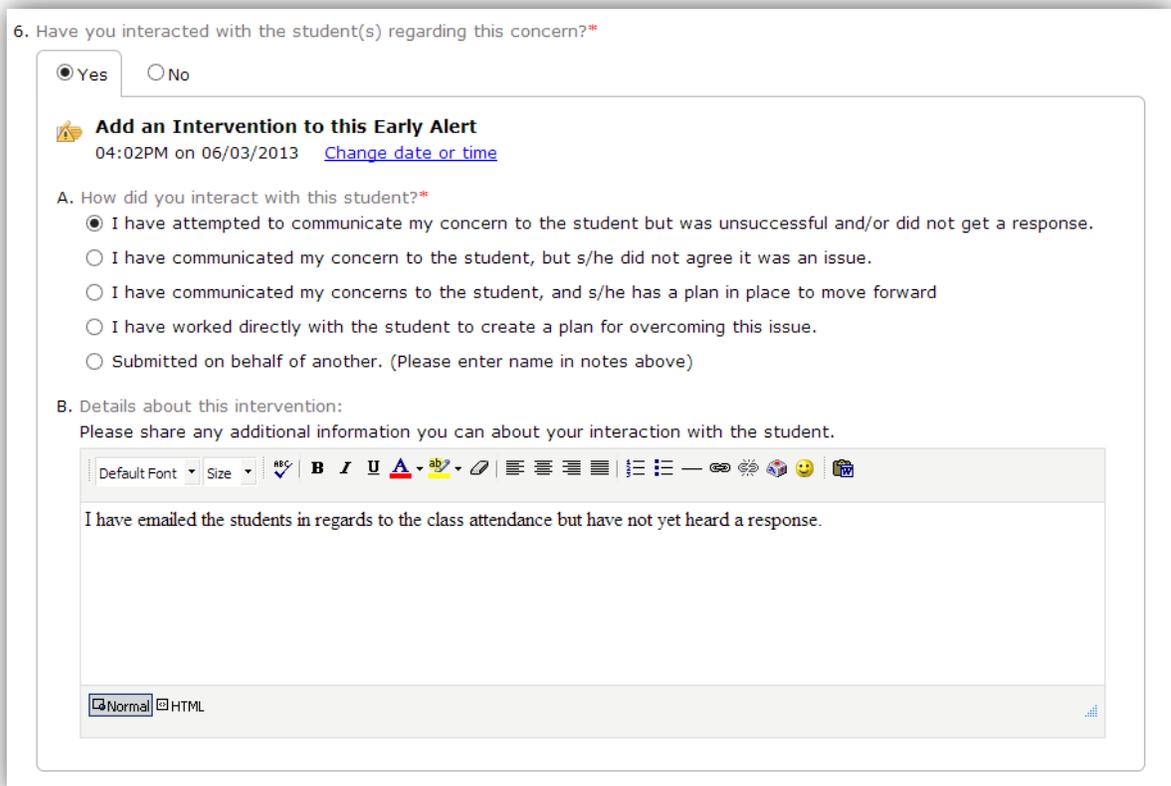
3

The “How did you interact with this student” bubble menu allows the submitter to select the option that best fits his/her interaction with the student(s). Interaction types are institution specific.

4

The “Details about this intervention” box provides space for the submitter to note any relevant information in relation to his or her interaction with the student(s) from the Early Alert. The area between the “Details about this intervention” header and the text box may include institution specific instructions outlining guidelines and information requirements for the text box.

Here is an example of a completed Intervention Section of the Submit Early Alert Form when an interaction has taken place:

A screenshot of a web form titled "6. Have you interacted with the student(s) regarding this concern?*" with radio buttons for "Yes" (selected) and "No". Below is a section titled "Add an Intervention to this Early Alert" with a timestamp "04:02PM on 06/03/2013" and a "Change date or time" link. Underneath is a question "A. How did you interact with this student?*" with five radio button options: "I have attempted to communicate my concern to the student but was unsuccessful and/or did not get a response." (selected), "I have communicated my concern to the student, but s/he did not agree it was an issue.", "I have communicated my concerns to the student, and s/he has a plan in place to move forward", "I have worked directly with the student to create a plan for overcoming this issue.", and "Submitted on behalf of another. (Please enter name in notes above)". Below this is section "B. Details about this intervention:" with the instruction "Please share any additional information you can about your interaction with the student." and a rich text editor containing the text "I have emailed the students in regards to the class attendance but have not yet heard a response." The editor includes a toolbar with options like font size, bold, italic, underline, text color, background color, link, unlink, list, and image. At the bottom, there are radio buttons for "Normal" (selected) and "HTML".