EARLY ALERT SYSTEM

The Early Alert system allows you to easily report students in your classes who exhibit at-risk behaviors such as poor academic performance or academic disengagement. This information will be reported to the AVP for Student Success and Retention, Dr. Candice Baldwin, who will coordinate a response from a team of faculty and staff in Student Affairs and Enrollment Management. More background information is available by clicking here.

The system will remain upon until the end of 10th week of classes. On the following dates, the system will be closed briefly and a report will be generated for follow up. Please note that follow up with students will begin at the conclusion of each of these reporting windows:

- September 23 (end of week 4)
- October 14 (end of week 7)
- November 4 (end of week 11; system suspended)

Any information entered prior to closing of the reporting period will be reported on the closing date and follow up will begin. There is no expectation to report during each period, just the one that works the best for your course schedule.

Detailed information on how to use the system, including screen shots, is below. However, because the system is in MAX, it is similar to grade reporting. The essential steps are:

- Login to MAX, select Faculty Services and then click Early Alert.
- Click on left link (under heading Select to Enter Feedback) for each course.
- Click on arrow at left to reveal menu for each student.
- Select items that apply and add comments.
- Scroll down and click SUBMIT button at bottom.

If you have problems with the system, please contact Jeff Adams (jadams1@millersville.edu; 871-7462)

DETAILED INSTRUCTIONS

The Early Alert system is accessed through MAX, similar to grade reporting. Login to MAX AND select Faculty Services.

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Faculty Services
- View Class Lists, Student Information, Process and View Degree Audits, View Transcripts, Final Grades.

Personal Information
- Change your PIN; View your own address(es) and phone number(s)

Marauder Gold
- **May not be used for tuition payments and must be added in increments of $25.00 or more.**
- Make Marauder Gold (MAP) deposits by online payment. Please refer to MyVille for Flex and Marauder Gold (MAP) balance and transaction information.

Professional Education Unit System
- Define and enter assessment data for teacher and other professional education programs in the Professional Education Unit assessment system maintained by the College of Education and Human Services
Select **Early Alert** from the bottom of the menu

*Administrative Menu*
Administrative Tools that includes Department Web Schedule Search

*Registration Overrides*

*Course Catalog Search*
Search the course catalog

**Early Alert**
Early alert instructor feedback. *Reminder: first reporting period closes Friday, September 16th.*

**RELEASE: 8.7**

You will see a list of your classes with titles in the 5th column. To access the roster for each class, click on the **leftmost** column.

<table>
<thead>
<tr>
<th>Provide Feedback between Aug 29, 2016 and Sep 30, 2016</th>
<th>Fall Term (First Session)</th>
<th>Fall 2016(201660)</th>
<th>7843</th>
<th>Tech/Prof Wrtng for Emer Mgmt EMGT 603-50A</th>
<th>16</th>
<th>9</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide Feedback between Aug 29, 2016 and Sep 30, 2016</td>
<td>Fall Term (First Session)</td>
<td>Fall 2016(201660)</td>
<td>4109</td>
<td>English Composition ENGL 110-07F</td>
<td>23</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

You should see a list of your students, most with pictures. Those at the top have been prioritized and we ask that you report on each of these students, which might just mean selecting **No Issues**. If you click the student’s name, you will get the student’s contact information.

To report on a student, click on the arrow to the left. This will open up the options.

![Student List](image)

You will see the options listed. Please select any issues that you think apply and share any recommendation for follow up. The issue will be shared with the student in an email, but the recommendation(s) and comments will only be shared with Millersville faculty and staff doing the follow up with students.
Don’t forget to scroll to the bottom and click **Submit** after you are done with the students on that page.

As the note above indicates, you need to hit the **Submit** button within 30 minutes of opening the page.

Once you have submitted, the listing will change to reflect the students on whom you have reported. Priority students will list as completed and optional students will be bold. Note that we ask you to report on all priority students but welcome feedback on any others as well.

If you have more than 25 students in your section, you will have to use the buttons at the top to toggle between the different groups.

**Record Sets:** 1 - 25   26 - 30