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 appropriate “Care Team Lead” who will coordinate a response from a team of faculty and staff.

The system is live starting September 6th and is open 24/7 so students can be identified at your convenience. The Provost’s Office will also send reminder emails to you at the 3rd, 6th, and 9th week marks as they are critical times to report. The system will remain open to the end of the semester.

Reports will be run twice per week in order to facilitate timely responses. Both advisors and the faculty who submitted the Early Alert will receive summary sheets of identified students.

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 Provide Feedback between Sep 05, 2017 and Dec 13, 2017 next to the course.
- Click on the arrow at left of student name 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 Joe Sciarretta (joe.sciarretta@millersville.edu 871-7609)

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 MyPage 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

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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.

RELEASE: 8.7
You will see a list of your classes with titles. To access the roster for each class, click on the **Provide Feedback between Sep 05, 2017 and Dec 13, 2017** next to the course.

You will see a list of your students, most with pictures. Those at the top have been prioritized (in bold).

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

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 the student.
Don’t forget to scroll to the bottom and click Submit after you are done with the students on that page.

⚠️ Please submit your feedback often. There is a 30 minute time limit on this 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.