

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**.

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.

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.

Staff - millersville.edu Faculty Feedback Sessions How to Take a Screenshot

https://max.millersville.edu/prod/bwilkfdbk_P_FacultyFeedback

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FACULTY FEEDBACK SESSIONS

M00061695 Joseph A. Sciarretta
Fall 2017
Sep 07, 2017 09:05 am

List of Courses requiring your Feedback

Select to Enter Feedback	Description	Term	CRN	Course	Registered Students	Number of Priority Students	Priority Students that Need Feedback
Provide Feedback between Sep 05, 2017 and Dec 13, 2017	Fall 2017 Term	Fall 2017(201760)	10666	MU 180 Degree Seminar - UNIV 002-04	23	23	23
Provide Feedback between Sep 05, 2017 and Dec 13, 2017	Fall 2017 Term	Fall 2017(201760)	12355	MU Bridges - UNIV 003-03	13	14	14

Release: 8.5.3

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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.

8 FERRIS, ANDREW J. Priority

9 FERRIS, MICHAEL Priority

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.

Staff - millersville.edu Faculty Feedback Roster How to Take a Screenshot

https://max.millersville.edu/prod/bwilkfdbk_P_FacultyFeedback?p_crm=12355&p_term=201760&p_msg_label=@p_target_recc=0&p_class_size=@p_session_control_id=101

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FACULTY FEEDBACK ROSTER

M00061695 Joseph A. Sciarretta
Fall 2017
Sep 07, 2017 09:18 am

Course Information

MU Bridges - UNIV 003 03
CRN: 12355
Students Registered: 13

Please submit your feedback often. There is a 30 minute time limit starting at 09:18 am on Sep 07, 2017 for this page.

Faculty Feedback Period from Sep 05, 2017 To Dec 13, 2017

Show/Hide	Record Number	Photo	Student Name	ID	Faculty Feedback Status
▼	1		XXX XXXXXX	XXXXXXXX	Priority

Select any issues that apply

Academics Meet with Advisor

Attendance Meet with Instructor

Class Participation Tutoring

Enter Comments:

|

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.