How to submit an early alert (referred to as a “flag” in MyConnect)

1. Click the Student Navigation Tab to see all of your students.

2. Use the “Term” option to narrow your selection down to the current term. Use the “Connection” option to find your course in the drop down menu.

3. To find a student, you can use either the search function or scroll through the pages using the navigation arrows. All of your students will appear in alphabetical order. Click on the student’s name to open the folder.

4. Once you locate the student(s), click on the “Raise Flag” button. You’ll find a list of flags that can be raised by you on the student(s).

**NOTE**
To submit the same type of alert (i.e. failed exam) on multiple students, use the selection box next to the student’s name to include him/her. You may click as many or as few of the names as necessary.
Select the flag you wish to raise. If applicable, type your comments in the “Comment” box. Comments are viewable by students and the comments are disclosable under FERPA.

NEXT STEPS:
The appropriate individuals will be automatically notified. Only the faculty member submitting the flag, the student(s) selected, and the appropriate resource personnel will be able to view the flag. An automated e-mail will be generated to the student. All information regarding the flag, including the comments, can be viewed to the student.

To submit the flag(s), click the “save” button. If you wish to cancel your submission, click “never mind.”