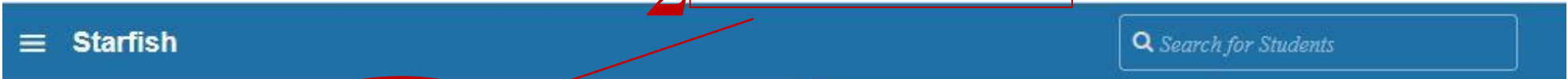


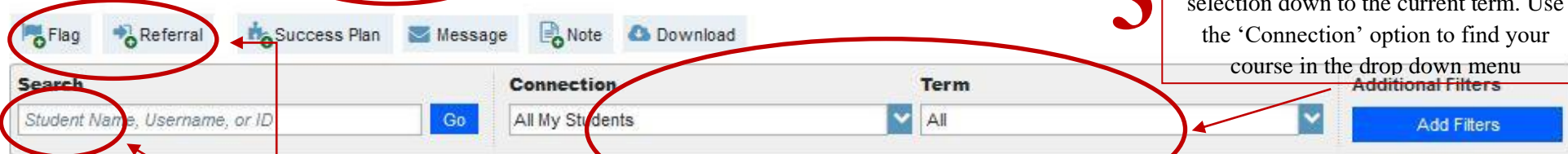
How to submit an Early Alert (referred to as a “flag” in MyConnect)

The screenshot shows the UMSL Faculty & Staff Resources page. At the top, the URL is www.umsl.edu/facstaff/. The page features a navigation bar with links for Staff Resources, Google Drive, Remote Worker Log, Canva, Qualtrics, and Reports. Below this is a red banner with the UMSL logo and the text "University Of Missouri–St. Louis". A secondary navigation bar contains "Current Students", "Future Students", "Faculty & Staff", and "Quick Links". A yellow bar below the banner has buttons for "APPLY NOW", "REQUEST INFO", and "GIVE". The main content area has a large image of people in a meeting with the text "Faculty & Staff Resources". Below the image, there is a breadcrumb trail: "UMSL » Faculty and Staff". On the left, there is a section titled "MyGateway Faculty & Staff Portal" with a description and a "MYGATEWAY LOGIN" button. On the right, there is a "QUICK LINKS" section with a grid of links: Bulletin, Canvas, Course Eval, Faculty & Staff Email, MyConnect, MyDegree, MyDrive, MyHR, MyLearn, MyView, MyVITA, and Photo Rosters. A red circle highlights the "MyConnect" link. A callout box with a large red number "1" points to the "MyConnect" link and contains the text: "From the Faculty & Staff Resources page (www.umsl.edu/facstaff/), please select 'MyConnect'".

2 Click the 'My Students' Navigation Tab to see all of your students



3 TRACKING 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



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

<input type="checkbox"/>	Name	Retention Score	Email	Phone	Cell Phone
<input type="checkbox"/>	Alexander		@mail.umsl.edu	206/718-	
<input type="checkbox"/>	Madalyn		@mail.umsl.edu	314/681-	
<input type="checkbox"/>	Grace		@mail.umsl.edu	636/875-	
<input type="checkbox"/>	Sarah		@mail.umsl.edu	636/542-	
<input type="checkbox"/>	Mike	91	@mail.umsl.edu	618/671-	
<input type="checkbox"/>	Daniel		@mail.missouri.edu	314/496-	

5 Once you have located the student(s), click on the 'Flag' or 'Referral' button. You'll find a list of flags or referrals that can be raised by you for the student(s).
NOTE To submit the same type of alert (i.e. failed exam) for multiple students, use the selection box next to the student's name to include him/her/them. You may click as many or as few of the names as necessary.

6 Select the Flag or Referral that you wish to raise.

7 PLEASE select the course; this allows us to collect better data.

8 PLEASE type a comment in the 'Comment' box as this provides the Academic Support Staff further information. Also, keep in mind that the comments **ARE VIEWABLE** by students and the comments **ARE DISCLOSABLE** under FERPA.

9 To submit the flag(s) or referral(s), click the 'Save' button. If you wish to cancel your submission, click the 'Never Mind'.

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.