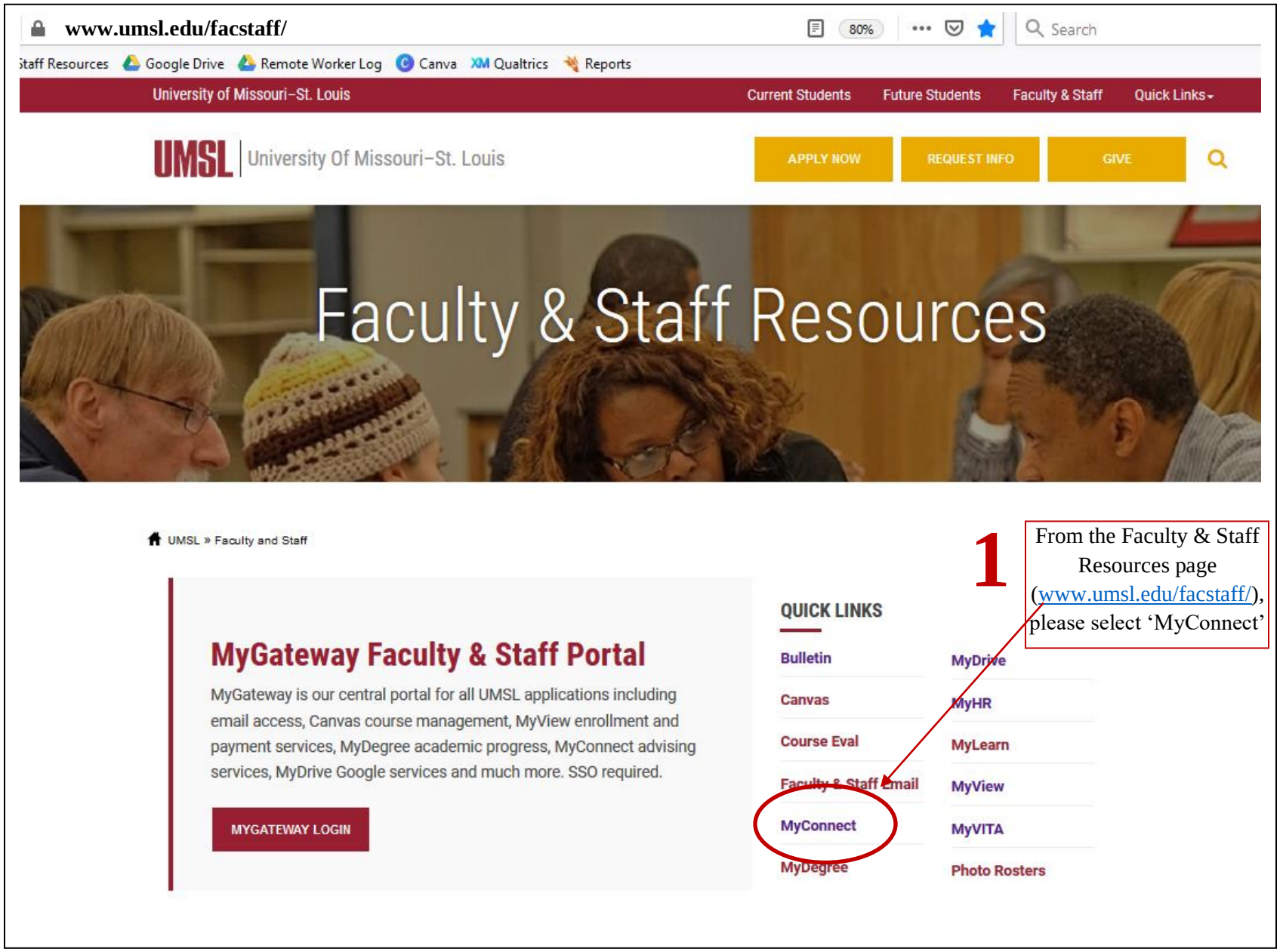
UMSL | Student Academic Support Services

How to submit an Early Alert

(referred to as a "flag" in MyConnect)



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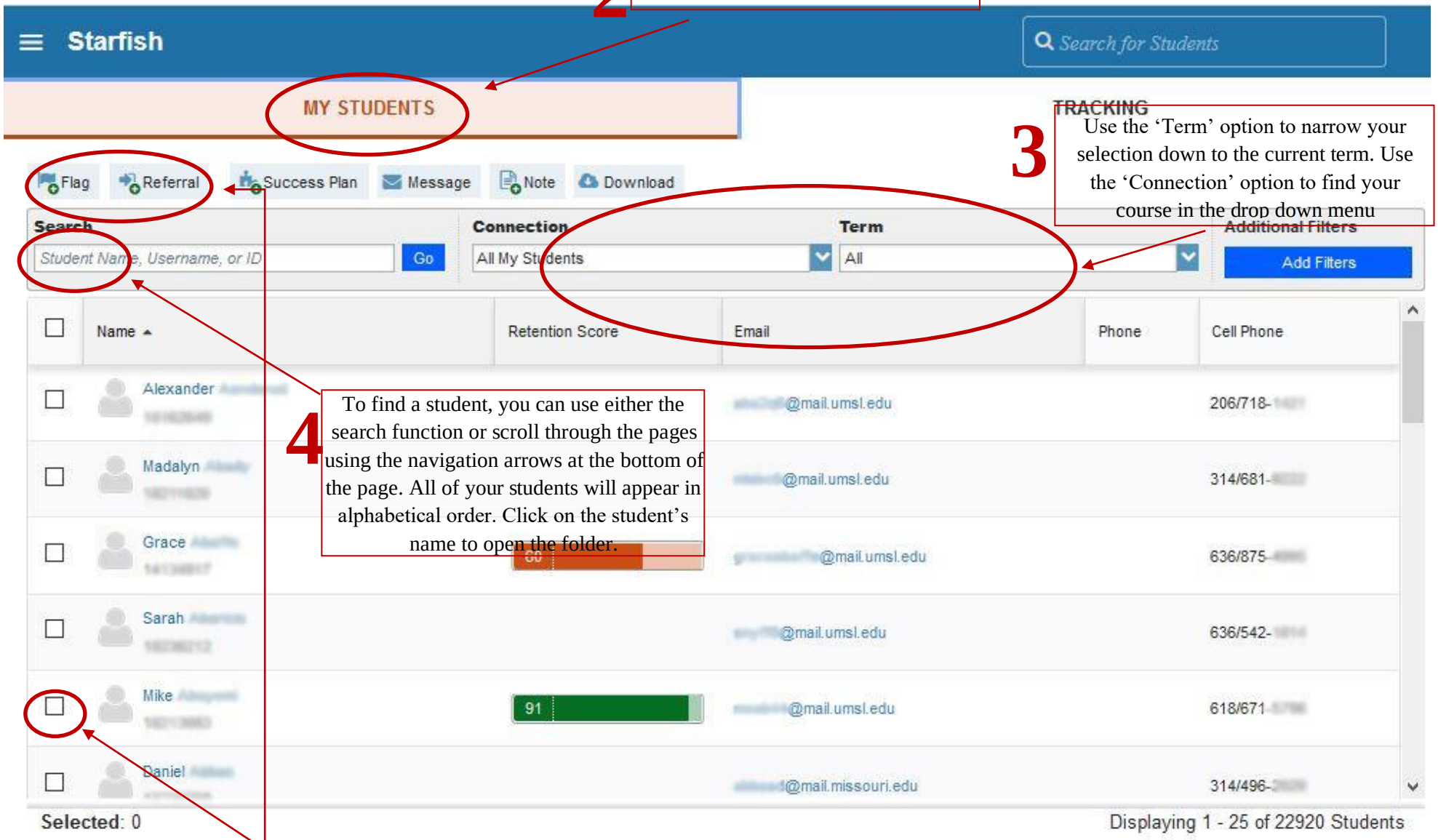

2 Click the 'My Students' Navigation Tab to see all of your students

3 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.

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.

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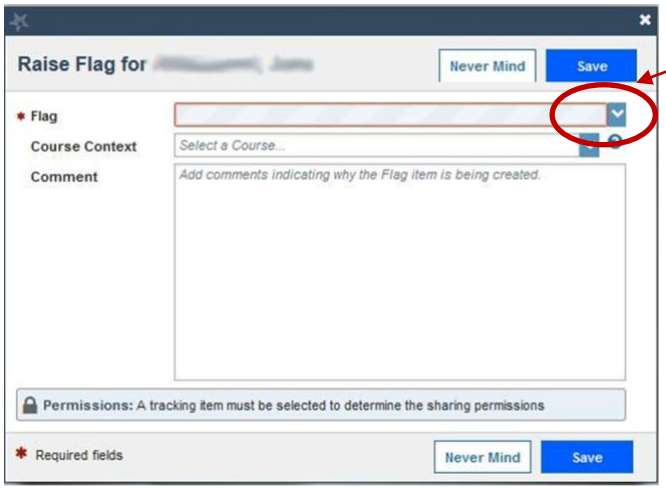
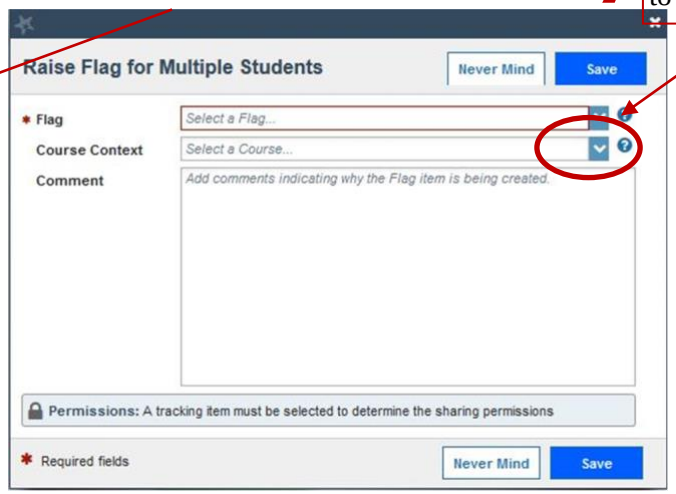
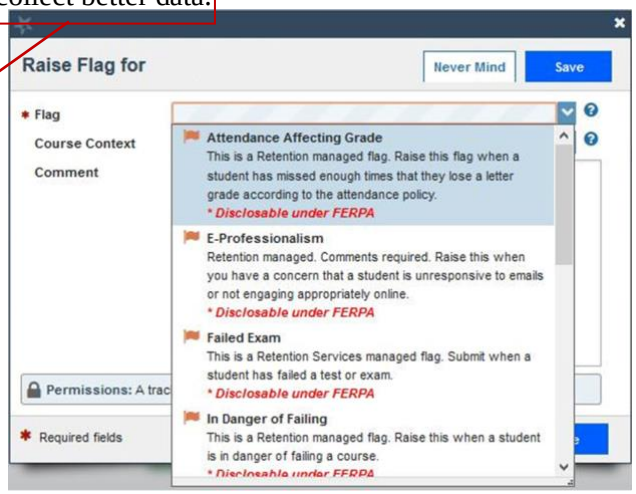
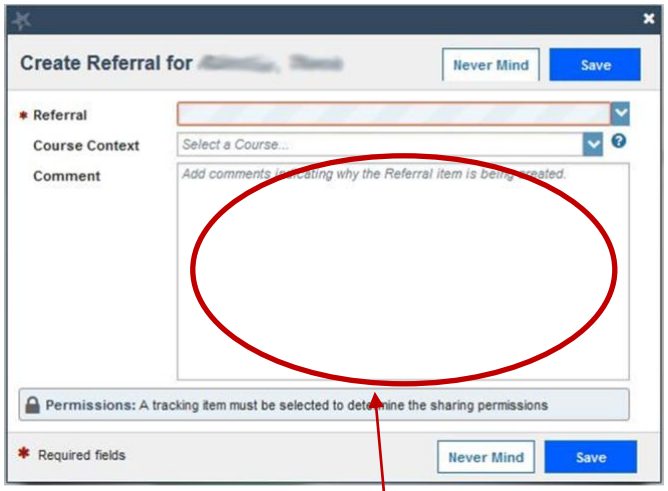
6 Select the Flag or Referral that you wish to raise.

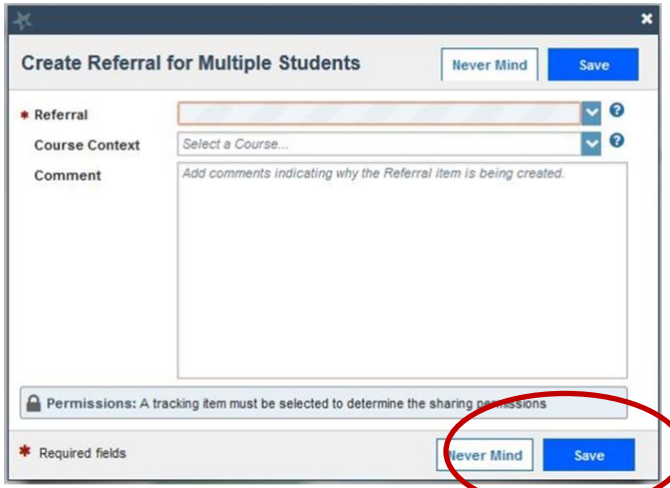
7 PLEASE select the course; this allows us to collect better data.

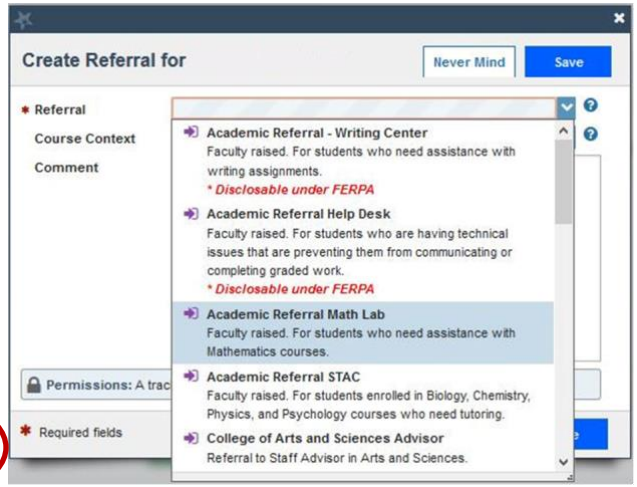












8 PLEASE type a comment in the 'Comment' box as this provides the Academic Support Staff further information. Also, keep in the mind that the comments **ARE VIEWABLE** by students and the comments **ARE DISCLOSABLE** under FERPA.

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.***

Updated May 2021