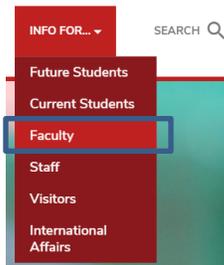


Issuing an Academic Alert

Follow these instructions to issue an academic alert through Grades First.

1. Go to <http://www.uiw.edu/> (UIW Homepage).
2. Click on the **INFO FOR...** drop down box located on the top-right hand side of the UIW Homepage. Then click on Faculty.

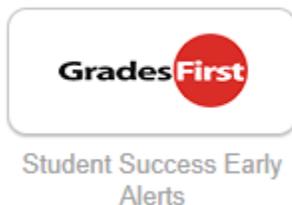


3. Next, click on Cardinal Apps located at the top left of the page. Type in your **UIW Username** and **Password**. (This is the same username and password used for UIW Mail.) Then click Sign In.

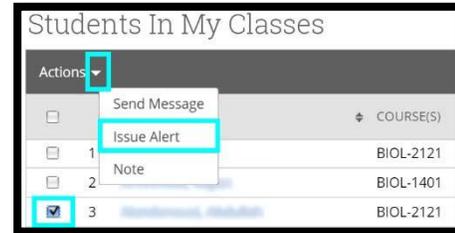
A screenshot of the UIW Sign In page. It features the UIW logo at the top left. Below it is a 'Sign In' button. Underneath are two input fields: 'Username' (with the example 'kegrant') and 'Password'. There is a 'Remember me' checkbox and a 'Sign In' button at the bottom.

NOTE: Contact the University's Helpdesk if you are having login problems at 210-829-2721, 1-866-614-5043 (Toll Free), or email at helpdesk@uiwtx.edu

4. Click on the following **Grades First** icon located in the Cardinal Apps – Main tab. You will automatically be logged into Gradesfirst.



5. On your Professor Homepage, scroll down to the section titled **Students in My Classes**. Select the name of your student. Go to the **Actions** arrow and choose **Issue Alert**.



NOTE: To issue an alert only one student can be selected at a time.

6. An Issue Alert pop up box will appear. Click in the following selected area to choose the reason(s) this student needs assistance.

A screenshot of the 'ISSUE ALERT' pop-up box. It has a 'Student' dropdown menu. Below it is a text prompt: 'Please select the reason you believe this student needs assistance'. A dropdown menu is open, showing options: 'Excessive Absences', 'Excessive Tardies', and 'Student Rarely Completes'. There is also a question 'Is this alert associated with a specific class?'.

NOTE: More than one reason can be selected.

8. Then, **select the associated class**, make **additional comments** (when necessary), and click **Submit**.

A screenshot of the 'ISSUE ALERT' pop-up box. It shows the 'Please select the reason you believe this student needs assistance' section with three selected reasons: 'Excessive Tardies', 'Student Rarely Completes Assignments', and 'Student is Failing this Class'. Below this is the 'Is this alert associated with a specific class?' section with a dropdown menu showing 'HIST-1311 World History'. There is an 'Additional Comments' text area with the prompt 'Please enter a comment.' and 'Submit' and 'Cancel' buttons at the bottom.

9. The Academic Alert will be assigned to an advisor within the Student Success Department for follow up.