Quick Guide for Posting Alerts

1. Log in to MyCWU using your Single Sign On credentials.
2. Under your Faculty Toolbox, click Inspire to access the platform

3. If you are taken to an additional login screen, click the blue Login With NETID button. Inspire utilizes the single sign on and will carry over your login from MyCWU.

4. On the left side menu of the platform, click "Course Alerts." (Your menu may look different than below depending on the roles you hold at CWU, but if you are a faculty of record for a currently offered course, you will have course alerts after the add/drop period end for the quarter).
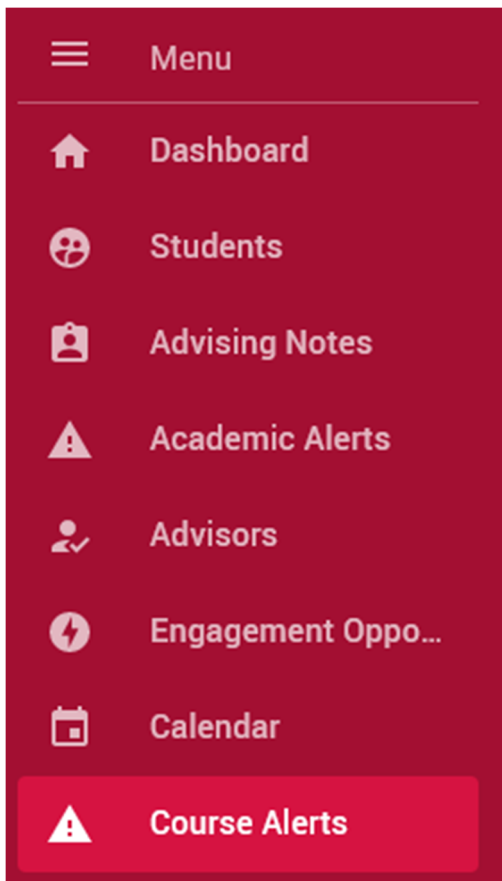
5. Select the class you are posting an alert for:
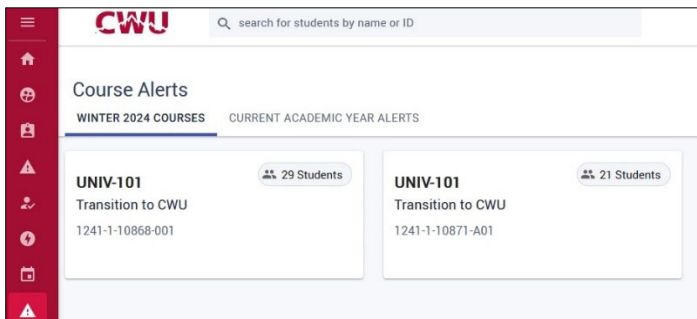
6. On your roster page, you will see several fields of information:
    a. Student- This is the student's preferred name. Inspire only displays a student's preferred first name.
    b. Student ID
    c. Grade/AVG*- This field is not currently enabled. It is designed to pull the student's grade/average grade of the class from Canvas. It will display as "–" because we are not pulling the information.
    d. Unique Login Days*- This pulls the student's logins to the course in Canvas compared to the average number of log ins for all of the students in that specific section of the course.

*Note About Canvas Data-

- All Inspire users should be aware that the data is not "real-time" and reflects data as of the last update of Canvas information (typically nightly).
- Not all faculty utilize Canvas throughout the term.
- Should CWU choose to display grading data in the future, anyone advising must be aware that grades in Canvas are not necessarily an accurate representation of a student's actual grade due to differences in grading methodology, the balance of assignments across the term, and faculty grading timelines.
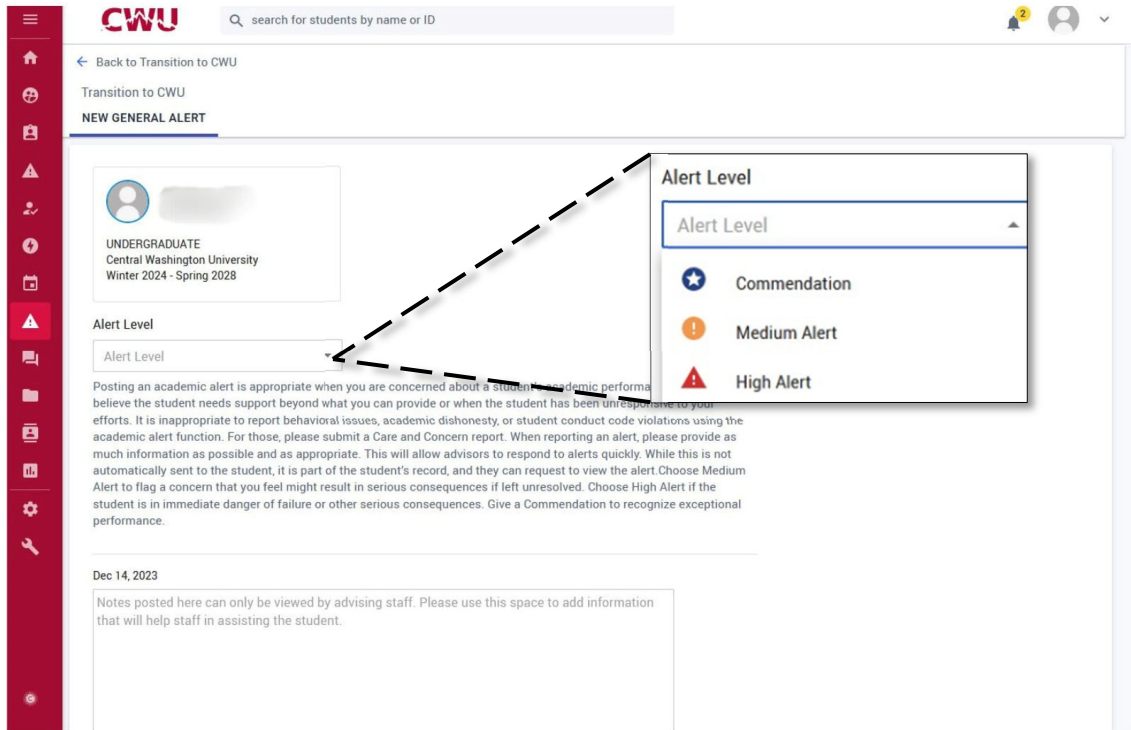
- Access to view Canvas data for a student is limited to the instructor and to specific users in the advising community granted access to see that student's record. Access is limited according to the role an individual holds at CWU.

7. Click "+add general alert" next to the student you want to post the alert for.

8. Choose the alert level.

- High Alert- Flags a student who is in immediate danger of failure or other serious consequences.
- Medium Alert- Flags a student with an issue that might lead to serious consequences.
- Commendation- Recognizes noteworthy performance. No resolution needed.

Indicate your concern, what steps the student should take, and what steps the advisor should take, should you have specific requests.

    a. Advisors will generally follow up on all medium and high alerts, unless a faculty member specifically states that "No Action is Needed"

9. Then include any comments regarding the student circumstance to the free form text box. You may also attach any documents that may be pertinent.
10. Once you have provided all information appropriate, click "ADD"

Jan 8, 2024

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

[ATTACH]   [CANCEL] [SAVE] [ADD]

11. Your alert will be sent to the advisor's work queue for outreach. Advisors check for alerts each business day.
12. You can check the status of the alert and any notes the advisor has provided on your Course Alerts page.
    a. It will display all alerts you have submitted. You can then click the student's name to see your comments, any comments the advisor has made regarding the alert, and to see if it has been resolved.

Course Alerts

WINTER 2024 COURSES   CURRENT ACADEMIC YEAR ALERTS

UNIV-101   👥 36 Students   **UNIV-101**   👥 29 Students
Transition to CWU   Transition to CWU
1241-1-10868-001   1241-1-10871-A01

General Information About the Inspire Academic Alert Process and Frequently Asked Questions

Does the student receive a copy of my alert?

The student does not receive an email when you post an alert automatically. Academic Advisors follow up on all alerts posted. However, the alert is part of a student's academic record, and they can request to view any alerts specific to their academic record.

Tips when posting alerts:

- Faculty and Staff posting alerts should use professional language in their alerts.
- Information should be specific to the student.
- If you are leaving comments and using the copy and paste function, do not use student names or identifying information in the comment to avoid copy/pasting one student's information into another student's alert.
- Do not make accusations of academic misconduct in an academic alert. Should this be the case, submit a Care and Concern report.
- If you are concerned about a student's wellbeing, you are encouraged to submit a Care and Concern report.

How long until I hear back from an advisor about my alert?

Advisors will check alerts first thing in the morning and begin outreach in the following days, depending on schedules, severity of the alert, the number of alerts for the individual student, and the student's academic standing. Typically, they will initiate outreach to the student within two business days of the alert posting. Once outreach occurs, advisors will continue efforts to contact for a period of 5 business days. If they have not received reply to email or phone outreach, they will close the alert, notating lack of response so faculty are aware.

If the student engages, you will receive an update on the alert and be notified via email that it was resolved.

Can I do alerts in bulk?

No, alerts cannot be posted in bulk and must be done individually.