

Quick Guide for Posting Alerts

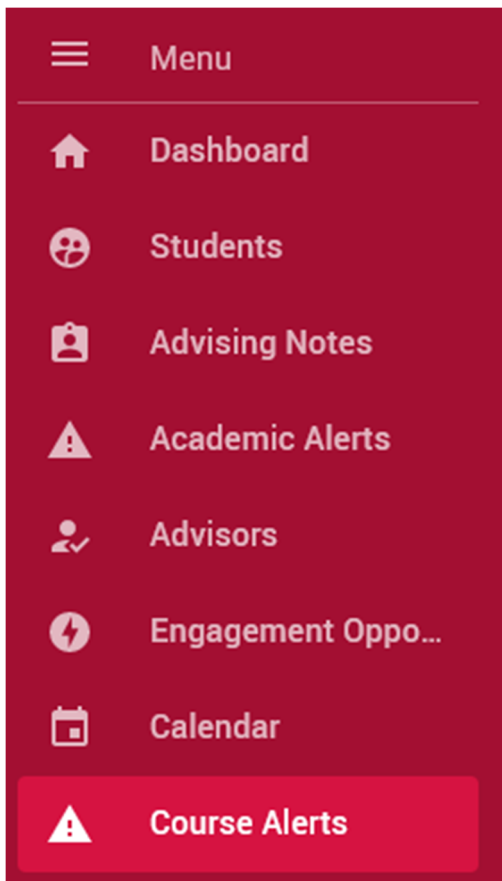
1. Log in to MyCWU using your Single Sign On credentials.
2. Under your Faculty Toolbox, click Inspire to access the platform

The screenshot shows the MyCWU Faculty Toolbox interface. The 'Inspire' link in the Faculty Toolbox is circled in red. Other visible elements include 'My Profile', 'My Degree Status', 'My Advisors', 'Academic Standing', 'Service Outages and Closure', 'University Directory Search', 'Applications', and 'Other Links'.

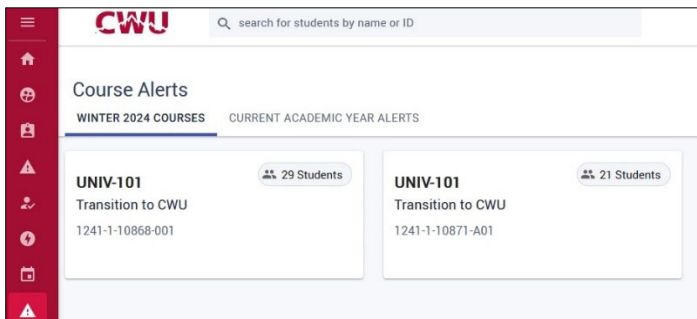
3. If you are taken to an additional login screen, click the blue Login With NETID button. Inspire utilizes the single sign on and will carry over your login from MyCWU.

The screenshot shows the CWU login screen. The CWU logo is at the top. Below it are input fields for NETID and EMAIL. A blue button labeled 'LOGIN WITH NETID' is prominent. Below the button is a message: 'Missing an active NetID? Click the "Email" text above to Log in with your email and password.'

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.

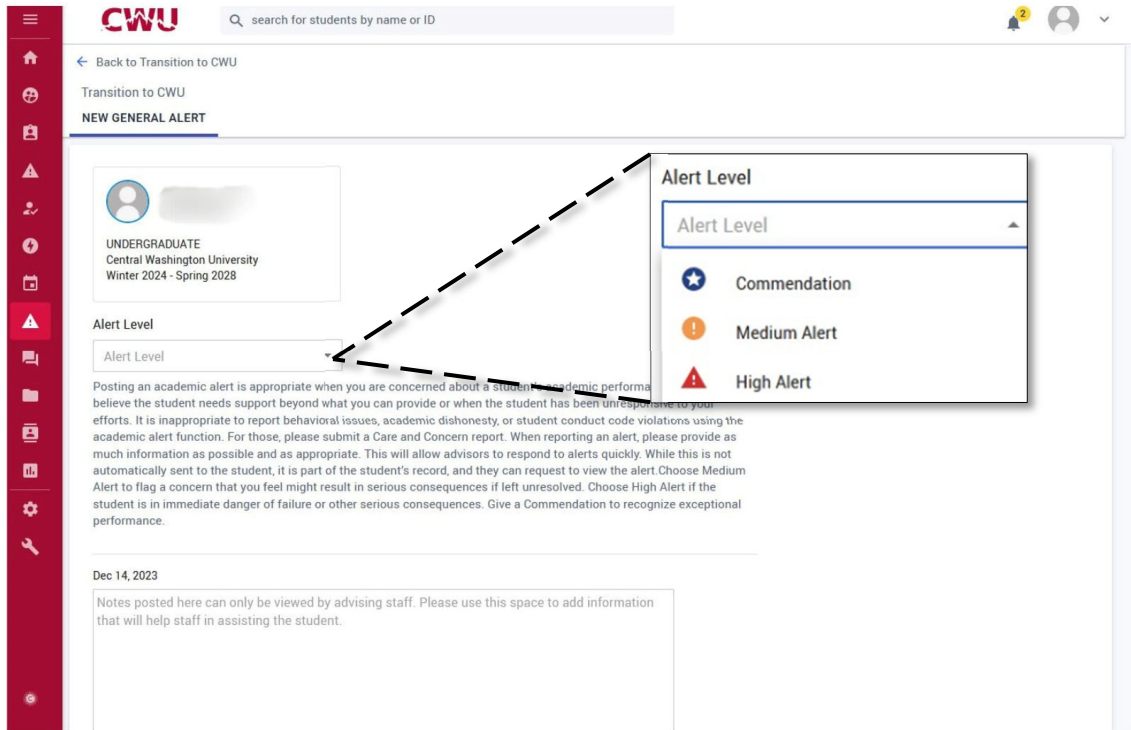
- Access to view Canvas data for a student is limited to the instructor and to specific users in the advising community granted access to see that student's record. Access is limited according to the role an individual holds at CWU.

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

The screenshot displays the CWU Canvas interface for 'Transition to CWU : Winter 2024 Alerts'. The page features a search bar for students by name or ID and a search bar for students by last or first name. A table lists 29 students with columns for Student ID, Grade (AVG), Unique Login Days (AVG), General Alert status, and Major(s). A callout box with a black arrow points to the '+ add general alert' button in the 'GENERAL ALERT' column of the first student row.

STUDENT	STUDENT ID	GRADE /AVG	UNIQUE LOGIN DAYS /AVG	GENERAL ALERT	MAJOR(S)
[Redacted]	[Redacted]	-	-	+ add general alert	Law and Justice
[Redacted]	[Redacted]	-	-	+ add general alert	-
[Redacted]	[Redacted]	-	-	+ add general alert	HISTLA-History (Large I
[Redacted]	[Redacted]	-	-	+ add general alert	BIOLB-BISC-Biology (B
[Redacted]	[Redacted]	-	-	+ add general alert	HISTLA-History (Large I
[Redacted]	[Redacted]	-	-	+ add general alert	-
[Redacted]	[Redacted]	-	-	+ add general alert	-
[Redacted]	[Redacted]	-	-	+ add general alert	FILM-Film
[Redacted]	[Redacted]	-	-	+ add general alert	BIOLB-BISC-Biology (B
[Redacted]	[Redacted]	-	-	+ add general alert	(2) BUADBS-FINA-Busin
[Redacted]	[Redacted]	-	-	+ add general alert	BUADBS-LEMA-Busines
[Redacted]	[Redacted]	-	-	+ add general alert	ARTBFA-CRDE-ART (BFA

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”

Concerns:	Student should:	Advisor should:
<input type="checkbox"/> Student does not have class materials	<input type="checkbox"/> Schedule an appointment with course faculty member or attend office hours	<input type="checkbox"/> No action needed
<input type="checkbox"/> Low engagement/participation	<input checked="" type="checkbox"/> Participate in subject-area tutoring/peer assisted learning	<input type="checkbox"/> Meet to discuss academic challenges
<input type="checkbox"/> Missing or late assignments	<input type="checkbox"/> Consult with writing tutoring	<input type="checkbox"/> Discuss barriers to student access to materials or attendance
<input type="checkbox"/> Concerning grade trend	<input type="checkbox"/> Discuss course withdrawal with advisor	<input type="checkbox"/> Provide support resources
<input type="checkbox"/> Insufficient class attendance	<input type="checkbox"/> Meet with TA	<input type="checkbox"/> Discuss policies and minimum grade/pre-requisite requirements for program
<input type="checkbox"/> Comes to class unprepared	<input type="checkbox"/> Review syllabus for class policies and requirements	<input type="checkbox"/> Provide information about technology checkout (laptops, etc.)
	<input type="checkbox"/> Meet with peer mentoring for discussion of time management, organization, and study skill strategies	<input type="checkbox"/> Discuss course withdrawal/alternative grading options (credit/no credit)
	<input type="checkbox"/> Participate in class discussions (in person or online)	
	<input checked="" type="checkbox"/> Review course material/readings prior to class attendance	
	<input type="checkbox"/> Consult with research librarians	

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

Transition to CWU


1241-1-10868-001

 36 Students

UNIV-101

Transition to CWU

1241-1-10871-A01

 29 Students

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, noting 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.