

KENNESAW STATE UNIVERSITY

EAB
NAVIGATE

EARLY ALERT
MANUAL

2023

PREPARED BY
SARAH MATTA

EARLY ALERT

What is the Early Alert Program?

The Early Alert Program at Kennesaw State University is a university-wide targeted support and intervention process designed to provide additional support to students who may be showing early signs of difficulties within the first few weeks of the semester. It's a proactive system of communication and collaboration between faculty, administrators, and academic advisors.

Early Alert runs from week 3 through week 5, both fall and spring semesters.

Defining Navigate Terms

Alerts: Feedback submitted about a student from an instructor is called an alert.

Progress Reports: Progress reports are a course specific method of alert submission. Course-based feedback is proactively requested from faculty through a Progress Report Campaign.

Cases: Formal documentation and management of actions taken from an alert are done through a case.

How Do I Complete a Progress Report?

During week 3 of the semester, instructors will receive an email from the Associate Director for Student Success Systems, Sarah Matta, requesting student feedback. This email contains a secure, FERPA compliant link taking instructors to the Progress Reports to enter feedback.

Instructors can also log directly into EAB Navigate and see the request. You can login at the following link: <https://kennesaw.campus.eab.com/home>

Professor Home

Marla, please respond to the following progress report request(s):

- Sarah Matta would like you to complete 140 progress report(s) by **Friday, September 30, 2022** [Fill Out Progress Reports](#)



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Instructors will see a list of students by course and section.

Student Feedback

 **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor Bell:

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

STAT-1401-06-Lecture -

	Student Name	Do you have feedback about this student? (Select No for Hive-Five)	Feedback Reasons (You must choose at-least one if you selected yes for feedback on this student)	How Many Absences?	Current Grade	Comments
1	Chapple, [REDACTED] Student ID [REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	Hull, Ann [REDACTED] Student ID [REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Hunter, [REDACTED] Student ID [REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>

Marking Students At-Risk

Select "Yes" for each student you would like to submit an at-risk report for.

Select the appropriate Feedback Reason(s) for each student you select yes for.

Complete the optional fields for number for absences, current grade, and comments.

Though these three fields are not required, they are very useful to the advisors when they are meeting with students.

Do you have feedback about this student? (Select No for Hive-Five)	Feedback Reasons (You must choose at-least one if you selected yes for feedback on this student)
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	3+ Absences
<input type="radio"/> Yes <input type="radio"/> No	Missing Assignments
<input type="radio"/> Yes <input type="radio"/> No	Not Engaged
<input type="radio"/> Yes <input type="radio"/> No	Poor Test/Quiz Scores

How Many Absences?	Current Grade	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Submitting Positive Feedback for Students

Select "No" for each student you would like to submit positive feedback for.
Select the appropriate Feedback Reason(s).

Do you have feedback about this student? (Select No for Hive-Five)	Feedback Reasons (You must choose at-least one if you selected yes for feedback on this student)
<input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="radio"/> Yes <input type="radio"/> No	Student has great participation
<input type="radio"/> Yes <input type="radio"/> No	Student has great work overall
<input type="radio"/> Yes <input type="radio"/> No	Student has improved performance in the course
<input type="radio"/> Yes <input type="radio"/> No	Student has strong assignment submission

Submission Options

There are two options for submitting your feedback. Choose the first option *"Submit only marked students (Save as you go)"* if you need to save your progress and come back. If you don't have time to complete your reports for your entire class at one time, or if you would like to go ahead and complete certain reports and submit them before completing all of them, you can use this option to submit any reports you've completed and come back at a later time to complete the rest.

Submit only marked students (save as you go)

The second option, *"Submit unmarked students as not At-Risk (I'm all done)"*, is when you have checked all of your students for feedback and do not need to come back.

Submit unmarked students as not At-Risk (I'm all done)

Reminder emails will be sent until you click this button.

You will not be able to come back to the progress reports once you've clicked this button.

EARLY ALERT FAQs

What does "at-risk" mean?

As an instructor, you are the ultimate determiners of what "at-risk" means for your class. Some of the most common reasons a student might be submitted include: Excessive absences, low test/quiz scores, not completing assignments, and/or lack of engagement in class.

What if I don't have feedback at this time?

We understand it may be difficult to determine whether a student is at-risk at this point, however, our goal is to have academic advisors intervene while there is still enough time left in the semester to positively impact their performance.

Progress reports are sent out during week 3 of the semester and due the end of week 5, so do not feel rushed to submit them. If you have any students who you believe may benefit from meeting with an academic advisor when you first receive the request, go ahead and submit those students. The system allows you to stagger your alerts, meaning you can submit alerts for some students and come back at a later time and alert another.

How do I issue an alert?

During week 3, you will receive an email from Sarah Matta with a FERPA approved, direct link that you can click on to view our course roster. If you teach more than one class, you will be able to view all your rosters once you click the link.

Do I need to select "Yes/No" for each student on my roster(s)?

No, you do not need to go through all the students on your roster and select "Yes or No". You only need to select "Yes" for the students you are concerned about. You can then use the second submission option: "*Submit unmarked students as not at-risk (I'm all done)*" and this will mark all other students as "not at risk".

Can I alert some students and come back a week later and alert some additional students?

Yes, you can stagger your alerts, meaning you can alert some students and come back a few days later and alert another student. If you want to do this, you click the first submission option: "*Submit only marked students (save as you go)*".

EARLY ALERT FAQs

What if I have no students to alert?

If you have no at-risk students, please just select the second option, “*Submit unmarked students as not at-risk (I’m done)*”. We need you to do this, so that we will know that you have participated in Early Alert.

What happens with the alerts?

Students and advisors will receive email notifications once you have marked a student at-risk. Students will never see the comments you leave, but advisors will. Advisors will begin reaching out to students and requesting that they come in for an appointment to discuss the information you have shared in your submission.