

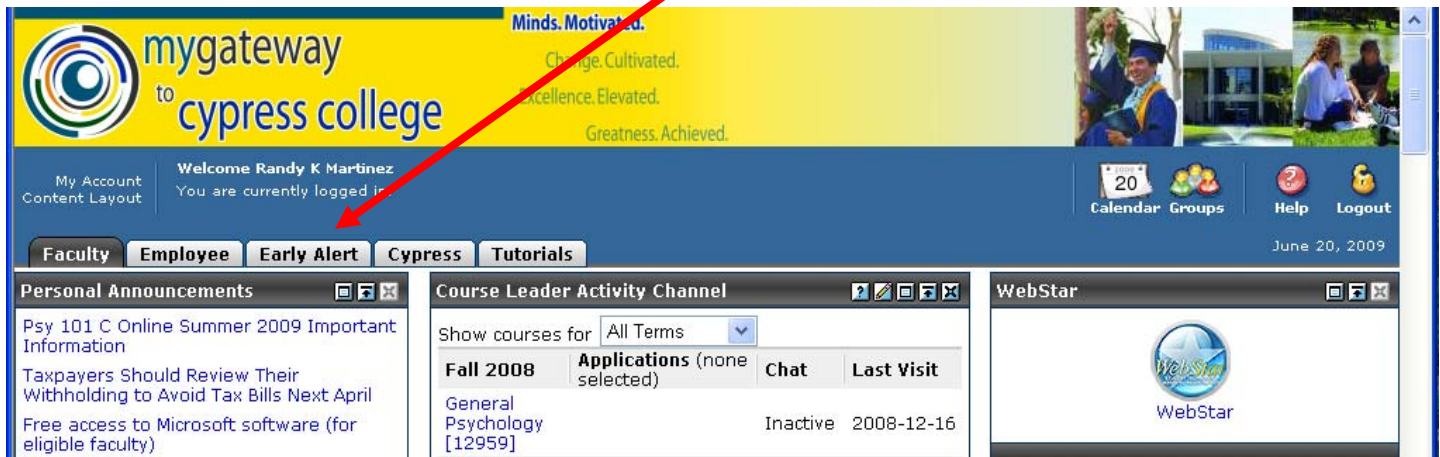
EARLY ALERT:

Encouragement and Intervention BEFORE Students Drop

Early Alert is a program that allows instructors the ability to provide timely feedback to their students regarding their academic progress. Through myGateway, instructors can access their class rosters and choose from a variety of alerts that are geared towards helping "at-risk" students and providing positive feedback to those who do well.

For your benefit, you do not need to submit an alert for every student in your class. For example, you can choose to submit alerts for a handful of students, or for all students. You have the choice on which students you want to provide feedback to for each section.

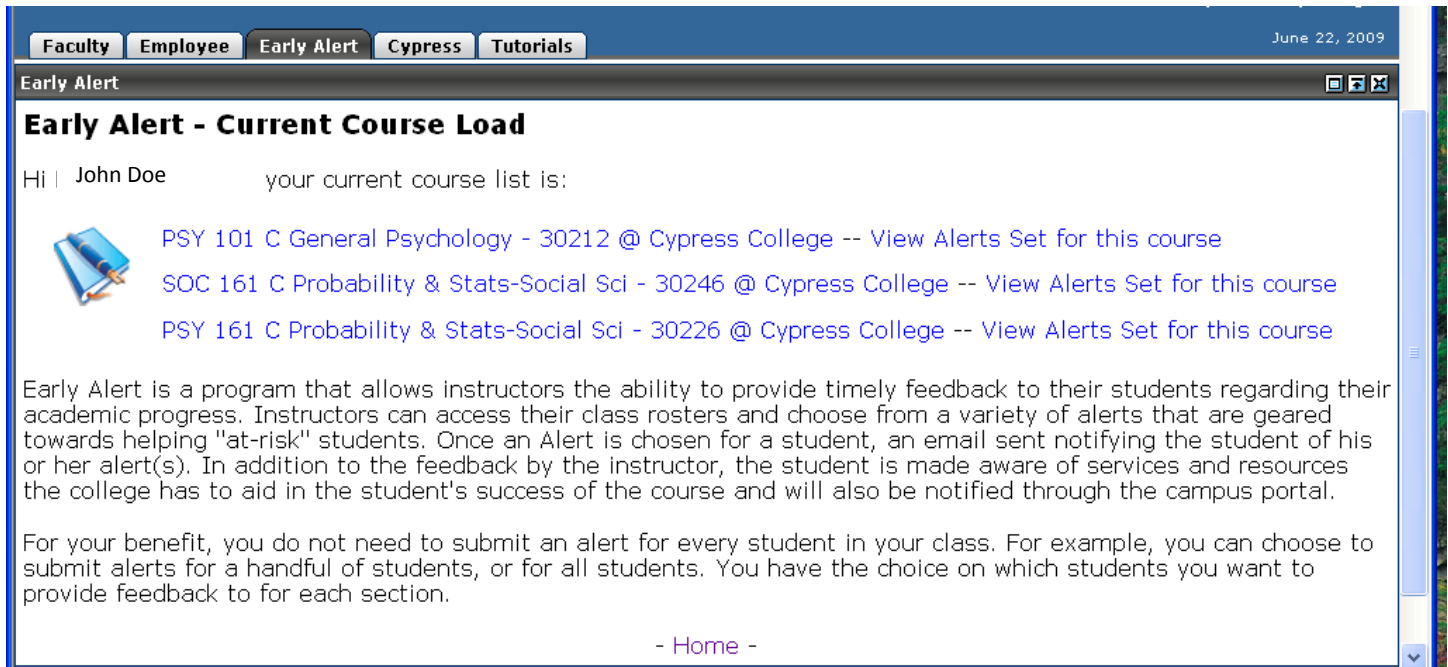
Step 1: Log onto myGateway and click the Early Alert tab.



The screenshot shows the myGateway to Cypress College homepage. The navigation menu includes tabs for Faculty, Employee, Early Alert (highlighted), Cypress, and Tutorials. A red arrow points to the Early Alert tab. The page displays a welcome message for Randy K Martinez, a calendar for June 20, 2009, and a Course Leader Activity Channel table.

Course	Applications	Chat	Last Visit
Fall 2008 General Psychology [12959]	(none selected)	Inactive	2008-12-16

Your current course load will appear. (You can only view current class lists which become active the first day of class.)



The screenshot shows the Early Alert - Current Course Load page. It displays a list of courses for John Doe:

- PSY 101 C General Psychology - 30212 @ Cypress College -- [View Alerts Set for this course](#)
- SOC 161 C Probability & Stats-Social Sci - 30246 @ Cypress College -- [View Alerts Set for this course](#)
- PSY 161 C Probability & Stats-Social Sci - 30226 @ Cypress College -- [View Alerts Set for this course](#)

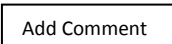
Below the list, there is a paragraph explaining the Early Alert program and a link to the Home page.

Step 2: Click on the class whose rosters you want to view.

Step 3: To send an alert via email and MyGateway announcements, click the dialogue box next to the appropriate alert. Scroll over each abbreviation to view the information sent to the student. See last page of this document for complete list.

BM – Basic Skills – Math **BR** – Basic Skills – Reading **BE** – Basic Skills – English **C** – Counseling **E** – ESL Referral
H – Homework **L** – Low Test Scores **P** – Class Participation **T** – Tutoring **A** – Attendance **AE** – Assignments/Essays
U – Unsatisfactory Progress **W** – Withdrawal Recommended **S** – Satisfactory Progress **X** – Excellent

The screenshot shows the 'Early Alert' interface. At the top, there are navigation tabs: Faculty, Employee, Early Alert (selected), Cypress, and Tutorials. The date 'June 22, 2009' is in the top right. Below the tabs, the page title is 'Early Alert - Roster for Probability & Stats-Social Sci 30246'. There is a '- Home -' link and a note: 'For a description of each alert, move your mouse over the alert code.' A 'Set Alerts' button is highlighted with a red box containing the number 5. On the right, it says 'Viewing 1 to 7 of 7 students' and there are navigation arrows and a 'Show All' dropdown. The main table has columns: Student Name, Banner ID, and ALERTS. The first row is for Jane Doe, with Banner ID @00000000. The 'ALERTS' column shows 'BM' and 'U' in red, followed by other alert codes in blue with checkboxes. A tooltip for 'BM - Basic Skills - Math' is displayed over the 'BM' alert, with a red box containing the number 3. The tooltip text reads: 'Your instructor indicated you need to develop your basic skills in math. To brush up on your math skills, please contact the Learning Resource Center. Or, if you have not taken the math placement test, please go to the Assessment Center in Room 225 to arrange testing.' Below Jane Doe's name is an 'Add Comment' button highlighted with a red box containing the number 4. The second row is for John Doe, with Banner ID @00000000. At the bottom left, there is a 'Top' link.

Step 4: Click  to add a personalized note to that particular student. Repeat Steps 3 & 4 for each student to whom you wish to send an alert.

Step 5: Then click  to send email(s) to the student(s) selected by you.

You will not receive a copy of the email. You might want to ask students if they received the email from you.

If you need assistance, please call or email Nancy Deutsch (714-484-7326) nddeutsch@cypresscollege.edu.

LIST OF EARLY ALERT CODES FOR CYPRESS COLLEGE

Student Problem Codes

AE - Assignments/Essays: Your instructor indicated you have not completed assignments or essays in a timely manner. Your current class standing will improve, if you complete all your assignments/essays and submit them on time. Please contact your instructor.

BE – Basic Skills – English: Your instructor indicated you need to develop your basic skills in English. To learn about services available to improve your English language skills, please contact the Learning Resource Center. Or, if you have not taken the English language placement test, please go to the Assessment Center in Room 225 to arrange testing.

BM - Basic Skills-Math: Your instructor indicated you need to develop your basic skills in math. To brush up on your math skills, please contact the Learning Resource Center. Or, if you have not taken the math placement test, please go to the Assessment Center in Room 225 to arrange testing.

BR - Basic Skills-Reading: Your instructor indicated you need to develop your basic skills in reading. Consult your reading test scores or take the placement test at the Assessment Center to plan your enrollment in the appropriate reading course. See a counselor if you need help interpreting your placement into a reading course or need other assistance.

C - Counseling: Your instructor suggested you may find one or more of the services provided by Counseling Helpful.

E - ESL Referral: Your instructor suggested this course level may be too advanced for your current English skill level. To take the ESL placement test, please visit the Assessment Center in Student Center, Room 225 or take the ESL course recommended by your placement test.

H - Homework: Your instructor suggested your current class standing will improve, if you complete your homework thoroughly. If you have any questions or need further explanation, please contact your instructor.

L - Low Test Scores: Your instructor indicated you need to improve your test/quiz scores. If you have any questions, please contact your instructor. You may benefit from tutoring.

P - Class Participation: Your instructor suggested your performance in class may improve, if you increase your class participation.

T - Tutoring: Your instructor suggested you seek tutoring. Visit the Learning Resource Center.

Progress Code

A - Attendance: Your instructor has indicated you need to attend class regularly. You have had significant absences.

U - Unsatisfactory Progress: Your instructor has either indicated your progress is below average or is concerned you may be behind schedule in class. Please contact your instructor.

W - Withdrawal Recommended: Your instructor has indicated you should consider withdrawing from this course to avoid receiving an unsatisfactory grade on your transcript. Please do not take this recommendation lightly. Your instructor and the college understand there can be challenges. You do have an opportunity to retake the course at a later date. Please check the schedule of classes for withdrawal information and for additional course offerings. NOTE: If you are an F-1 student or are participating in a special program at Cypress College, such as EOPS, CARE/CAL WORKs, Disabled Support Services, Financial Aid, Athletics, etc, do NOT drop a course without consulting your program advisor.

S - Satisfactory Progress: Your work up to now in this class has been satisfactory; with a little more effort, participation, or homework, you may improve your status.

X - Excellent : Your work up to now in this class has been outstanding.