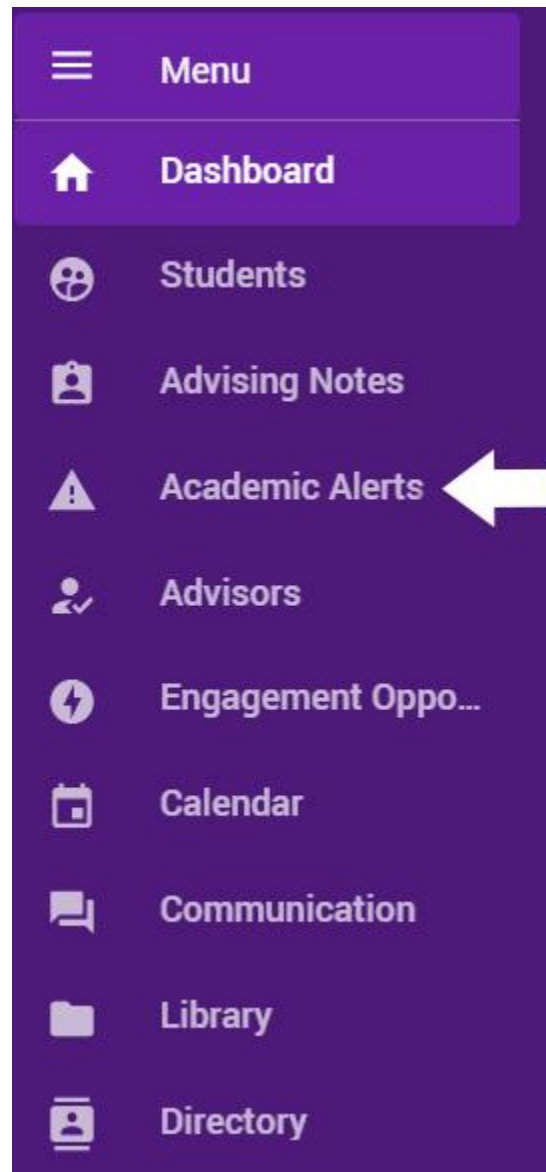
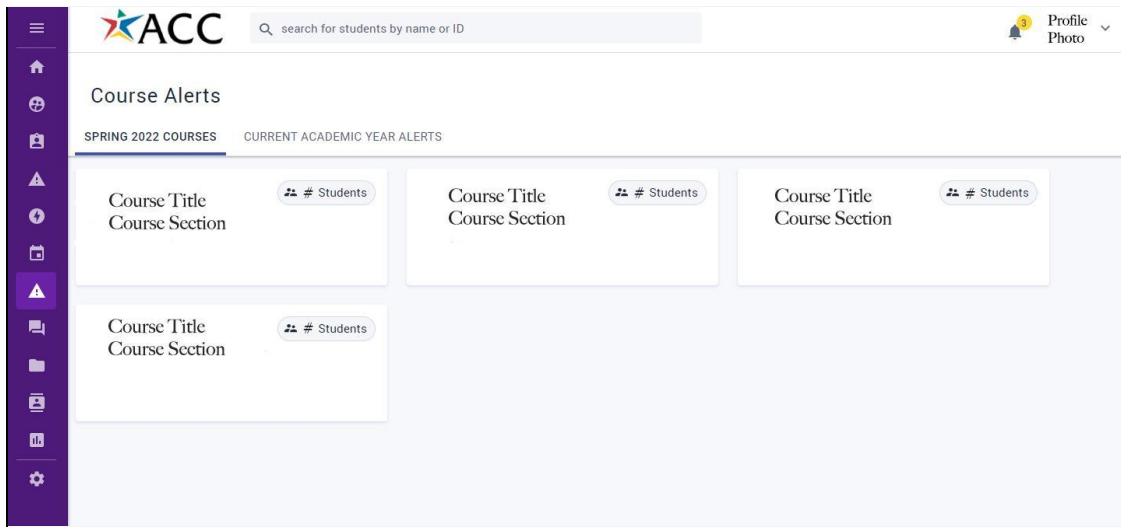


How to Use the Inspire Academic Alert Feature

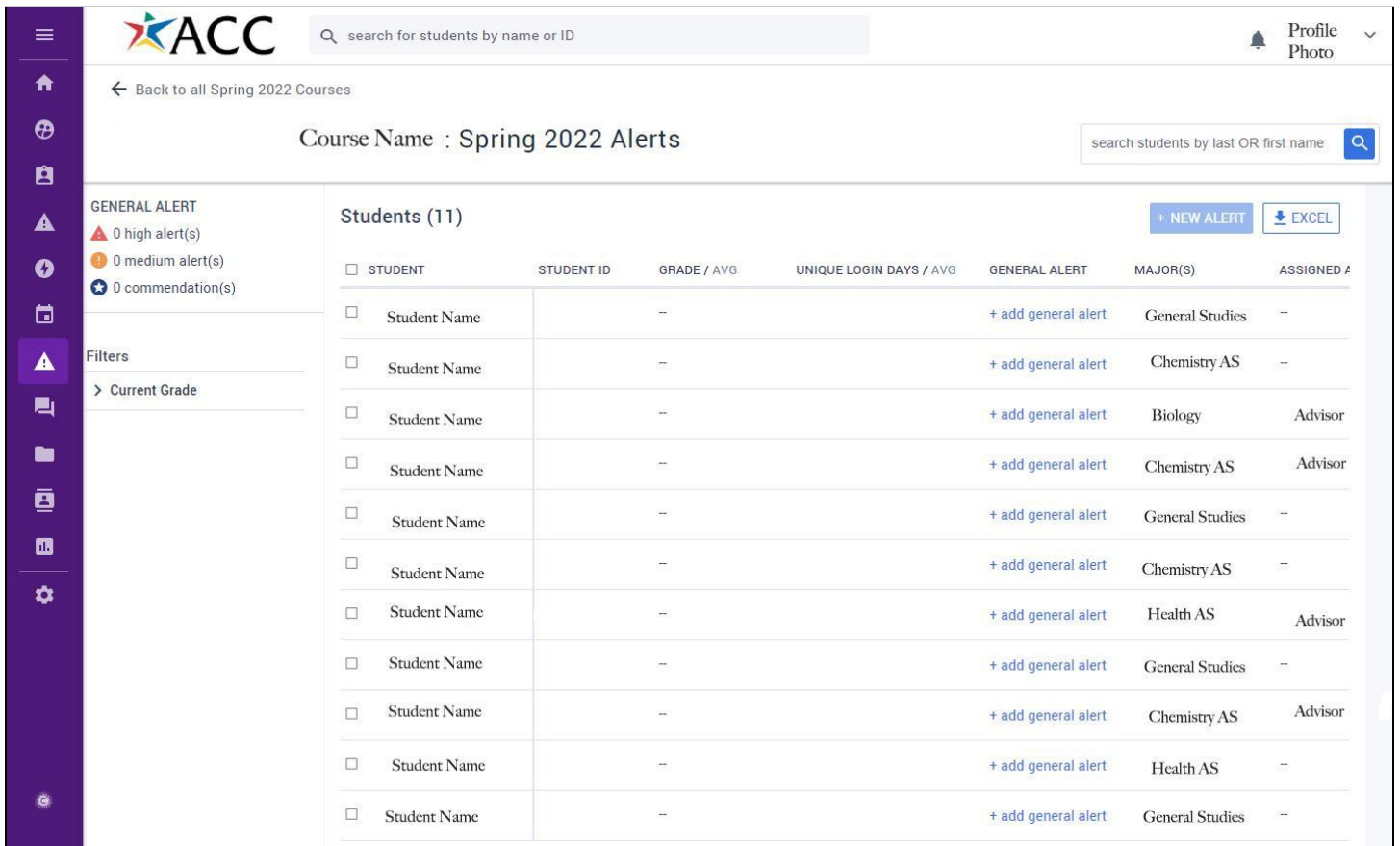
From the main navigation menu click “Academic Alerts”.



Next, you will see a list of your assigned courses. Click on a course to see your student rosters.



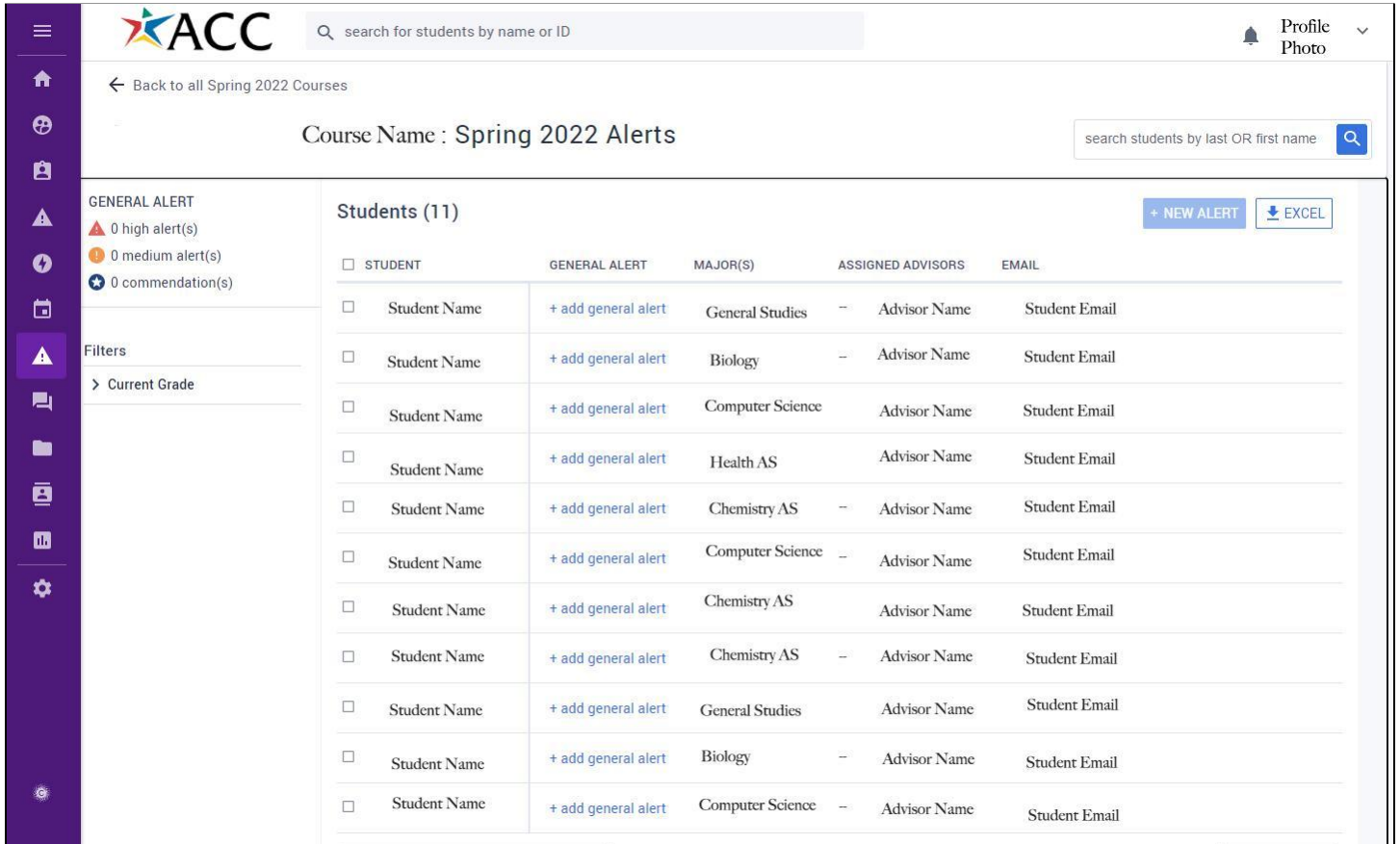
Each class roster will have the name of your course as a heading, and then a list of your students for that course. You will be able to view a student's name, ACCeID number, Blackboard login information, major, and assigned academic guidance specialist (AGS).



Sending an Academic Alert

To send an Academic Alert:

- 1) Click on the “+add general alert” link next to the student’s name to go to the alert page.
- 2) Then, choose the level of academic alert from the drop down menu.



The screenshot displays the ACC student alert management interface. At the top, there is a search bar for students by name or ID. Below this, a navigation bar shows "Back to all Spring 2022 Courses" and "Course Name : Spring 2022 Alerts". A search box for students by last or first name is also present. The main content area is divided into two sections: "GENERAL ALERT" and "Students (11)".

GENERAL ALERT

- 0 high alert(s)
- 0 medium alert(s)
- 0 commendation(s)

Students (11)

STUDENT	GENERAL ALERT	MAJOR(S)	ASSIGNED ADVISORS	EMAIL
<input type="checkbox"/> Student Name	+ add general alert	General Studies	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Biology	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Computer Science	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Health AS	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Chemistry AS	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Computer Science	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Chemistry AS	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Chemistry AS	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	General Studies	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Biology	Advisor Name	Student Email
<input type="checkbox"/> Student Name	+ add general alert	Computer Science	Advisor Name	Student Email

On the student's page, use the drop down menu to choose the alert level for the message.

The screenshot shows the ACC student alert management interface. At the top, there is a search bar for students by name or ID and a profile photo icon. Below the search bar, there is a navigation bar with a home icon and a back button labeled "Back to Course Name". The main content area is titled "General Alert: Spring 2022" and "Course Name". A section titled "NEW GENERAL ALERT" is highlighted. Below this, there is a student profile card with a question mark icon, labeled "Student Name (ACCEID) UNDERGRADUATE Austin Community College Spring 2022 - Spring 2026". Below the profile card, there is an "Alert Level" dropdown menu. Below the dropdown menu, there is a text box with instructions: "Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance." Below the text box, there is a date "Jan 20, 2022" and a text area for notes: "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."

There are 3 alert levels:

- Give a **Commendation** to recognize exceptional performance.
- Choose **Medium Alert** to flag a concern that you feel might result in serious consequences if left unresolved.
- Choose **High Alert** if the student is in immediate danger of failure or other serious consequences.

The close-up shows the "Alert Level" dropdown menu. The dropdown is open, showing three options: "Commendation" with a blue star icon, "Medium Alert" with an orange exclamation mark icon, and "High Alert" with a red triangle icon. The dropdown menu is titled "Alert Level" and has a search bar above it.

About the Choices for Commendation and Alert Levels:

- Faculty will choose the areas of concern for medium or high alert or excellence for commendation.
- For the list of choices, there is no limit to how many boxes can be checked.
- Faculty will choose what concerns the student is exhibiting, what the student should do to help him/her/themselves, and then choose suggestions for the academic guidance specialist (AGS) to complete .
- After the choices are made, an email is generated and sent to the student's ACC email account. A copy is also sent to the AGS. Faculty will also have a copy in the sent folder in the Academic Alert system.
- Every choice for all three alerts also has an "Other" box listed. When this box is checked, a text box opens for the faculty member to write specifics about the student and/or the guidance specialist.
- Once the AGS has received the alert, they will complete what the faculty member has suggested, and will resolve the alert, which is a separate email that will be sent to the faculty member.

Commendation Choices

Choose "Commendation" from the drop down menu and then click on the choices available.

Alert Level

★ Commendation ▼

Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance.

Area(s) of excellence:	Student should:	Advisor should:
<input type="checkbox"/> Academic progress	<input type="checkbox"/> Attain a digital badge	<input type="checkbox"/> Meet with the student to provide additional information
<input type="checkbox"/> Communication	<input type="checkbox"/> Become a Supplemental Instruction Leader	<input type="checkbox"/> No action needed
<input type="checkbox"/> Creativity	<input type="checkbox"/> Become a tutor	<input type="checkbox"/> Other
<input type="checkbox"/> Good grades	<input type="checkbox"/> Complete a certificate	
<input type="checkbox"/> Leadership shown in class	<input type="checkbox"/> Consider applying for a scholarship	
<input type="checkbox"/> Peer to peer encouragement	<input type="checkbox"/> Consider applying for the ACC Honors program	
<input type="checkbox"/> Peer to peer engagement	<input type="checkbox"/> Consider creating an E-portfolio	
<input type="checkbox"/> Positive attitude	<input type="checkbox"/> Get involved with Student Life	
<input type="checkbox"/> Other	<input type="checkbox"/> Keep up the good work!	
	<input type="checkbox"/> Talk to a transfer specialist or come to talk to me about transferring	
	<input type="checkbox"/> Talk to career services and find an internship or apprenticeship	
	<input type="checkbox"/> Other	

Commendation Sample Email

Kudos from your ACC Instructor: You're Doing Great!

Dear Student Name ,

I just wanted to send a quick note to commend you for your work this term. Based on my observations, you are excelling in the following areas:

[Peer to peer encouragement](#)

Your diligent attention to your studies will help you to reach your academic and personal goals. I hope you will:

[Consider applying for the ACC Honors program](#)

You are a joy to have in class! I look forward to your continued success at Austin Community College. While you cannot reply to this message, you can find my contact information and office hours in the syllabus. You're welcome to reach out to me anytime.

Sincerely,

Medium Alert Choices

Alert Level

Medium Alert

Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance.

Concerns:	Student should:	Advisor should:
<input type="checkbox"/> I am concerned about the quality of your work	<input type="checkbox"/> Attend Supplemental Instruction and/or embedded tutor sessions	<input type="checkbox"/> Assist with academic improvement
<input type="checkbox"/> I am concerned about your lack of preparation for class	<input type="checkbox"/> Collaborate with classmates	<input type="checkbox"/> Discuss academic challenges
<input type="checkbox"/> I am concerned about your low participation in the course	<input checked="" type="checkbox"/> Contact me	<input type="checkbox"/> Discuss personal challenges
<input type="checkbox"/> I am concerned that you are missing some assignments	<input type="checkbox"/> Make assignments a priority	<input type="checkbox"/> Explore barriers to success
<input checked="" type="checkbox"/> I am concerned that you have low grades	<input type="checkbox"/> Make attendance a priority	<input type="checkbox"/> Meet with student
<input type="checkbox"/> I am concerned you are not coming to class on time	<input type="checkbox"/> Meet with the Academic Coaches	<input type="checkbox"/> No action needed
<input type="checkbox"/> Please review and act on feedback	<input type="checkbox"/> Meet with your assigned guidance specialist	<input type="checkbox"/> Non-academic referral
<input type="checkbox"/> Other	<input type="checkbox"/> Prioritize class preparation	<input type="checkbox"/> Provide academic resources
	<input type="checkbox"/> Prioritize test preparation	<input type="checkbox"/> Refer to appropriate ACC resources
	<input type="checkbox"/> Utilize the learning lab	<input type="checkbox"/> Refer to library for technology or textbook needs
	<input type="checkbox"/> Utilize the tutoring lab	<input type="checkbox"/> Refer to Student Money Management Office
	<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Other

Jan 20, 2022

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.

Medium Alert Sample Email to Student

Your Instructor has raised an Academic Alert

Dear Student Name ,

Are you finding this point in the term to be challenging, or even overwhelming? That's normal – we all struggle with school and life. In my experience, students who consult with their instructor when times get tough are able to turn things around. I want you to know that I'm here to connect you with any resources ACC or I can provide to make sure you are as successful as possible. As we move forward, I encourage you to focus on the areas of concern for **Course Name**:

[I am concerned that you have low grades](#)

Please know that you are not on your own! There are staff and services available to support you and assist you with your coursework. Also, there are some changes you can make to your end to be more successful. I encourage you to:


[Contact me](#)

Everyone encounters challenges in college. The ACC community can help minimize the negative impact of bumps in the road, so please use the resources you need to be successful. Your academic guidance specialist has also been contacted and will be reaching out to you with additional information.

While you cannot reply to this message, you can find my contact information and office hours in the syllabus. You're welcome to reach out to me anytime.

Sincerely,

High Alert Choices



Alert Level

⚠️ High Alert

Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance.

Concerns:	Student should:	Advisor should:
<input checked="" type="checkbox"/> I am concerned you have missing assignments	<input type="checkbox"/> Attend Supplemental Instruction and/or embedded tutor sessions	<input type="checkbox"/> Discuss academic challenges with the student
<input type="checkbox"/> I see you've missed multiple deadlines	<input type="checkbox"/> Collaborate with classmates	<input type="checkbox"/> Discuss personal challenges
<input type="checkbox"/> I'm concerned about your absences.	<input type="checkbox"/> Come to class on time	<input checked="" type="checkbox"/> Explore barriers and challenges to success
<input type="checkbox"/> I'm concerned that you're not coming to class prepared	<input type="checkbox"/> Contact me	<input type="checkbox"/> Help with academic improvement
<input type="checkbox"/> I'm concerned that you've often been late to class	<input type="checkbox"/> Increase class participation	<input checked="" type="checkbox"/> Meet with student
<input type="checkbox"/> I'm concerned you have some below passing grades	<input type="checkbox"/> Make assignments a priority	<input type="checkbox"/> Non-academic referral
<input type="checkbox"/> I'm concerned you're in danger of failing the course	<input checked="" type="checkbox"/> Make attendance a priority	<input type="checkbox"/> Provide academic resources
<input type="checkbox"/> Missing required course materials	<input type="checkbox"/> Meet with your assigned guidance specialist	<input type="checkbox"/> Refer to academic coaches
<input type="checkbox"/> The quality of your written work needs improvement	<input type="checkbox"/> Prioritize test preparation	<input type="checkbox"/> Refer to appropriate support services
<input type="checkbox"/> Other	<input type="checkbox"/> Refer to student emergency fund	<input type="checkbox"/> Refer to student emergency fund
	<input type="checkbox"/> Utilize course tutoring	<input type="checkbox"/> Refer to student technology services
	<input type="checkbox"/> Utilize the learning lab	<input type="checkbox"/> Other
	<input type="checkbox"/> Other	

Jan 20, 2022

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.

High Alert Sample Email to Student

Your Instructor has raised a High Level Academic Alert

Dear Student Name,

Tackling college can be difficult and challenges can occur at any point in the semester. Your success is important to me, and I want to make sure you feel supported on campus. I'd like to bring the following to your attention regarding

Course Name

I am concerned you have missing assignments

It is normal to encounter obstacles while in college. Please remember that you are not on your own. There are many outstanding resources at Austin Community College available to support you as you strive to reach your educational goals. Also, there are steps you can take to improve your grades. For example, you can:

Make attendance a priority

Your Academic Guidance Specialist has also been notified and will be reaching out to you with more information about how you can connect to additional resources. While you cannot reply to this message to reach me, my contact information is in the syllabus and you are welcome to reach out to me anytime.

Message from Faculty Name

add message (optional)

Sincerely,