STUDENT ALERT PROCESSES
ALERT TYPES

ACADEMIC ALERT via the Faculty Feedback Survey
Faculty to Primary Advisor
- Student has missed several classes, missed several assignments and/or not performing well on examinations and assignments

BEHAVIORAL ALERT
Faculty, Faculty Advisor, Professional Advisors to the BCT (Behavior Consultation Team)
- Students whose behavior may be of concern, disruptive or otherwise problematic.

SOCIAL ALERT
Professional and Faculty Advisor to Lauren Hatfield and Amber Mullen (Residential Life)
- This alert is used when the Professional Advisor or Faculty Advisor has made several attempts to contact the student and the student doesn’t respond. The alert prompts the Residential Life staff to perform a Wellness Check on the student (Residential Life staff will physically go the student’s dorm room to make sure they are okay).
ACCESSING ALERTS

To initiate an academic or behavioral alert:

- In your MyRU Portal (https://my.radford.edu) go to Advisee Listing or Class or Summary Class List.

- Click on the Life Preserver next to the student you wish to create an alert for.
ACCESSING ALERTS

- Review the descriptions of each alert type.
- The Academic Alert link will take you to Agile Advisor. You may also complete Social Alerts in Academic Advisor.
- The Behavioral Alert link will take you to the Behavioral Consultation Team’s form.
- Log into Agile Advisor.
- Click on the Student Tab.
- Then the “create alerts” button.
ACADEMIC ALERTS

- Use the pop-up dialog box to select Alert Type and add comments.
ACADEMIC ALERTS

- Once an Academic Alert is submitted, an email will go to the student’s Primary Advisor.
- An email will be sent each time the alert is updated and when it is resolved.
SOCIAL ALERTS

- Same process to access pop-up dialog box.
- You must add Amber Mullen and Lauren Hatfield as an Observer (next slide).
ADDING AN OBSERVER

- To add an observer, go to the student’s profile, click on the Alerts tab then click on the Alert itself to open it.
- Click Update, add Observers then click Save.
- An email will be sent to added Observers.
You can also add Alerts through the Faculty Feedback Survey if the student is in a class you’re teaching.

- Click on the “Alerts” tab
- Then, Click “Faculty Feedback Surveys” (the second option on the left).
ALERTS IN FACULTY FEEDBACK

- Add appropriate alert types and comments for one or many students.
- Be sure to select “Submit.”
- Alerts submitted through Faculty Feedback Surveys will go to the student’s Primary Advisor.
FOR MORE INFORMATION

- On how to know which Alert is appropriate: Michele Jenkins, New Student Programs

- On academic alerts: the student’s advisor or your college’s professional advising staff

- On social alerts: Amber Mullen and Lauren Hatfield, Residential Life

- On behavioral alerts: the Behavioral Consultation Team (bct@radford.edu)