Academic Early Warning-User Guide

What is the Academic Early Warning (AEW) System?

The Academic Early Warning (AEW) system allows Faculty to notify students and staff when students show early signs of academic challenges. Staff can then direct students to resources and supports. All instructors can submit an electronic progress report for their students.

How Do I Report in AEW?

1. Once you login, click on the "Report" link in the right hand side of the center box on your screen.

2. Once you have selected "Report", the next screen will list your courses that are available for you to report on. Again, select "Report" for one of your courses to view students in that class.

3. Your next step is to enter "Alerts" for ALL students in your class. Students are all defaulted to "Satisfactory". Click on the box that says "Satisfactory", here you can select other options such as "Excessive Absenteeism". Next, click the "Add Code" button next to the alert. Lastly, click "Save" to the far right of the box.

4. Once you have finished entering your alerts for a course, select "Im Done" to save.

How do I Access AEW?

1. You can open the system by clicking here.
2. Your login and password are the same as your login and password to Instructor Briefcase (were you post grades), which is also the same login and password for your payroll information.

Why Should I Report?

Reporting when students are satisfactory, struggling, or exceptional is critical to supporting students by referring to resources, helping students make decisions about withdrawing, and acknowledging their success. Without alerts, LCC would miss a critical point to engage meaningfully with students and help them be successful.

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When Do I Report?

AEW is open in three rounds during the quarter, without gaps. **You can report anytime between the second week of classes, and the eighth week of classes.**

Open and Closing of Rounds:

1. Round One opens on Monday of week 2 in a quarter, and closes on Sunday of week 3.
2. Round Two opens on Monday of week 4 and closes on Sunday of week 5.
3. Round Three opens on Monday of week 6 and closes on Sunday of week 7.

What Happens to Alerts?

1. Satisfactory:
   a. When alerts are raised that a student is satisfactory, they do not receive any information about the alert. However, it is extremely helpful when calling students who are struggling in one class, to know if a student is doing satisfactory in any of their other courses. **Please submit alerts even if a student is "Satisfactory"!**
2. Exceptional Students:
   a. Students receive an email with a nifty image congratulating them on their hard work. Students love to hear that they are noticed and appreciated for the contributions to class. **Please submit "Exceptional Student" alerts!**
3. Excessive Absenteeism, Not on Pace to Complete, failing, and all other alerts:
   a. Student receives an automated email with information about resources, withdrawal deadlines, and staff contact information for advising and retention.
   b. Students then receive a phone call from secondary advisors (Work First, DSS, Student Support Services, etc.), or from the Retention Specialist (Shain Wright).
   c. If students do not answer, does not call back, their voicemail box is full etc. then those who have given permission will receive a text message stating:
      i. "Hello! One of your instructors noted that you may need additional support this quarter. To learn more click here".
4. No Attendance to Date:
   a. If a student has not attended by the fifth day of instruction, please consider submitting an Instructor Initiated Withdrawal with Registration. This alert will generate the same response as "Excessive Absenteeism" (see 'What Happens to Alerts?' number four).

What Happened With My Student?

If you would like to know the results of outreach to a specific student or for students in your class, please email Shain Wright at slwright@lowercolumbia.edu. Shain will send you a report after each round of outreach.

Need Help?

Contact Shain Wright, Retention Specialist at (360)442-2473. Or via email at slwright@lowercolumbia.edu. Visit Shain in the Admissions Center Room 106.