



# Academic Early Warning-User Guide

The new Academic Early Warning (AEW) system allows the college to notify students when they show early signs of academic problems and to direct them to available resources. All instructors can submit an electronic progress report on their students. The identified students will receive an alert notification if they are not satisfactory. Currently the system will generate a letter that will be mailed to the student and an email that is sent to their student email account. The student will receive a summary of the report and comments submitted by their instructor(s) and a resource sheet to improve their chances of success.

As an instructor you will be asked to submit your academic early warning report during the **open** reporting period. You will be sent an email with the open/close dates prior to reporting periods. You may also contact Chad Meadors or Donegal Fergus for reporting dates each quarter.

**Login and Password:** The AEW system is similar to Instructor Briefcase system we use to post grades. Your log in is your Staff ID and your password is the same password you use to get your payroll information.

**Reporting:** once you have logged in if a reporting period is open you will see a screen like the one below. Click on the "Report" to access your students.

**Academic Early Warning (AEW)**

Below you will see any calls for reporting that may require your attention.


<b>CHAD MEADORS</b> ID: 900126808 <a href="#">log out</a>	<b>Name:</b> Spring 2013 <b>Reporting open:</b> (5/13/2013 - 5/24/2013) [Spring 2013] <a href="#">[report]</a>
<b>Application Tasks:</b> <a href="#">Instructor Home</a> <a href="#">Advising Report</a> <a href="#">Manage Compilations</a> <a href="#">System Configuration</a> <a href="#">Reporting Home</a> <a href="#">Admin Reporting</a>	<b>Description:</b> [default description]

Once you have selected "Report" the next screen will list your courses that are available to report on. Again you will choose "Report" next to one of your courses.

**Academic Early Warning (AEW)**


<b>CHAD MEADORS</b> ID: 900126808 <a href="#">log out</a>	<b>Compilation Name:</b> Spring 2013 <b>Compilation Description:</b> [default description] <b>All Classes For:</b> Spring 2013
<b>Application Tasks:</b> <a href="#">Instructor Home</a> <a href="#">Advising Report</a> <a href="#">Manage Compilations</a> <a href="#">System Configuration</a> <a href="#">Reporting Home</a> <a href="#">Admin Reporting</a>	Your class sections relevant to the current compilation. <b>Item Dept. Number Time Days Report Progress</b> [2071] CDS 113 1100P T <a href="#">[report]</a> 0 of 4 <b>Notes</b> <b>Progress:</b> <i>The count will be incremented by one for each student that has at least one code reported.</i>

Now you are ready to enter "Alerts" for those students who are not off to a good start or are exceptional in class. If this is your first time or it has been a while since you last used this system select "Get Help" and a guide will pop up to show you how to enter your "Alerts". Now you may enter your "Alerts" now.



lower columbia college  
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## Academic Early Warning (AEW)



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**CHAD MEADORS**  
ID: 900126808  
[log out](#)

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[Back to class roster](#)

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**Class Details:**  
TREATMENT  
PRINCIPLES/CDS  
CDS 113  
Quarter: Spring 2013  
Item#: [2071]

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**Application Tasks:**  
[Instructor Home](#)  
[Advising Report](#)  
[Manage Compilations](#)  
[System Configuration](#)  
[Reporting Home](#)  
[Admin Reporting](#)

Is this your first time using the reporting form? [Get Help](#)

Finished reporting for this class? [I'm done.](#)

Attach the following code to every student:

Spring 2013 (Spring 2013)

<sup>1</sup>When marked the checkbox indicates that the student should not be contacted about this alert.

	? <sup>1</sup>	Student Id	Student Name	GR	Comment	Save
1	<input checked="" type="checkbox"/>	900150178	CHEADORS MAD	*	Strugglin	<input type="button" value="save"/>
(Override?: <b>Yes</b> ) (Comment: <b>Strugglin</b> )						
Satisfactory <input type="button" value="add code"/> Codes reported for this student will appear below this line.						
<a href="#">remove</a> Excessive Absenteeism						
<a href="#">remove</a> Insufficient Work						
<a href="#">remove</a> Poor Test/Exam Scores						
2	<input type="checkbox"/>	900150181	CONDA ANNA	*		<input type="button" value="save"/>
(Override?: <b>No</b> ) (Comment: )						
Satisfactory <input type="button" value="add code"/>						
3	<input type="checkbox"/>	900049237	RIVERS KARLA J	*		<input type="button" value="save"/>
(Override?: <b>No</b> ) (Comment: )						
Satisfactory <input type="button" value="add code"/> Codes reported for this student will appear below this line.						
4	<input type="checkbox"/>	900031153	WILLIAMSON ANN R	*		<input type="button" value="save"/>
(Override?: <b>No</b> ) (Comment: )						
Satisfactory <input type="button" value="add code"/>						

Finished reporting for this class? [I'm done.](#)

Once you have finished entering your "Alerts" for you courses select "I'm done" to submit your "Alerts".

Your alerts will be sent to both the student in an email and to the student's advisor as well as our Retention Specialist and any of the student's secondary advisors (Work First, DSS, Student Support Services)