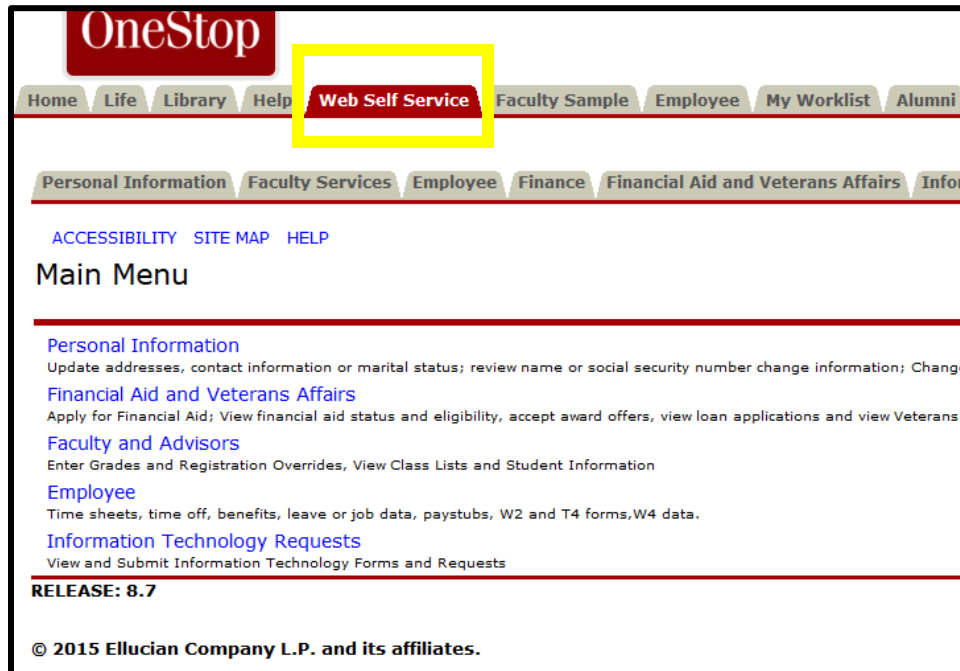


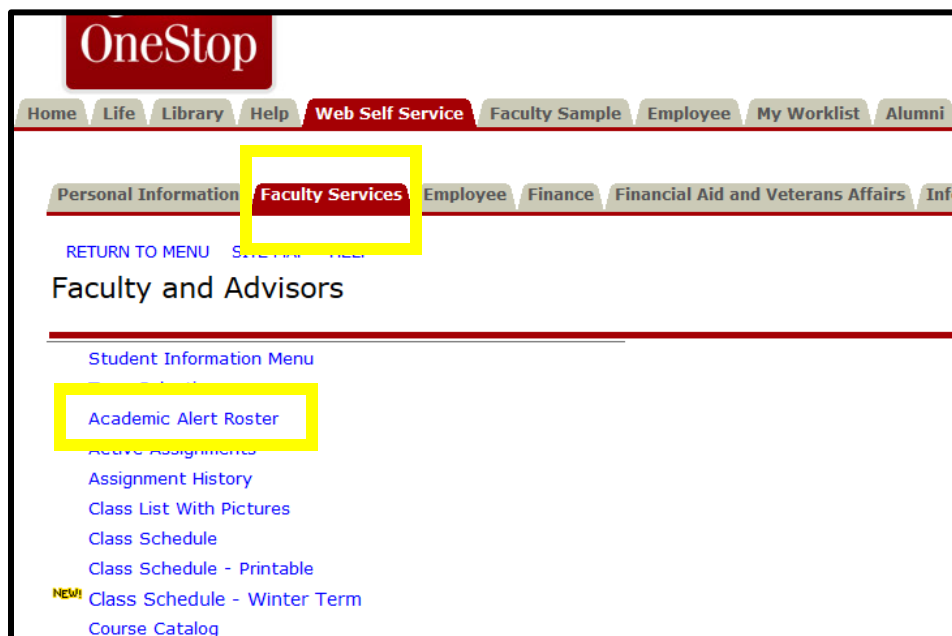
# Academic Alert

## Make a Big Difference with an Easy Tool

1. Login to AP OneStop and select “Web Self Service.”



2. Select “Faculty Services” and then “Academic Alert Roster.”



3. Select the appropriate term from the drop down menu and “Submit.”

The screenshot shows the OneStop Web Self Service interface. At the top is the OneStop logo. Below it is a navigation bar with tabs: Home, Life, Library, Help, Web Self Service (highlighted), Faculty Sample, Employee, My Worklist, and Alumni. Under the Web Self Service tab, there is a sub-navigation bar with tabs: Personal Information, Faculty Services (highlighted), Employee, Finance, Financial Aid and Veterans Affairs, and Info. Below the sub-navigation bar are links: RETURN TO MENU, SITE MAP, and HELP. The main heading is "Select Term". Below this is a label "Select a Term:" followed by a dropdown menu showing "Fall Term II 2015 - Ft Campb". Below the dropdown is a "Submit" button. At the bottom, it says "RELEASE: 8.5.4.3" and "© 2015 Ellucian Company L.P. and its affiliates."

OneStop

Home Life Library Help **Web Self Service** Faculty Sample Employee My Worklist Alumni

Personal Information **Faculty Services** Employee Finance Financial Aid and Veterans Affairs Info

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Select Term

Select a Term: Fall Term II 2015 - Ft Campb ▼

Submit

RELEASE: 8.5.4.3

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4. Select the course containing the student(s) you wish to alert from the drop down menu and “Submit”.

The screenshot shows the OneStop Web Self Service interface. At the top is the OneStop logo. Below it is a navigation bar with tabs: Home, Life, Library, Help, Web Self Service (highlighted), Faculty Sample, Employee, My Worklist, and Alumni. Under the Web Self Service tab, there is a sub-navigation bar with tabs: Personal Information, Faculty Services (highlighted), Employee, Finance, Financial Aid and Veterans Affairs, and Info. Below the sub-navigation bar are links: RETURN TO MENU, SITE MAP, and HELP. The main heading is "Select a CRN". Below this is a label "CRN:" followed by a dropdown menu showing "APSU 1000 W1: Transition to the University, 1261 (22)". Below the dropdown is a "Submit" button.

OneStop

Home Life Library Help **Web Self Service** Faculty Sample Employee My Worklist Alumni

Personal Information **Faculty Services** Employee Finance Financial Aid and Veterans Affairs Info

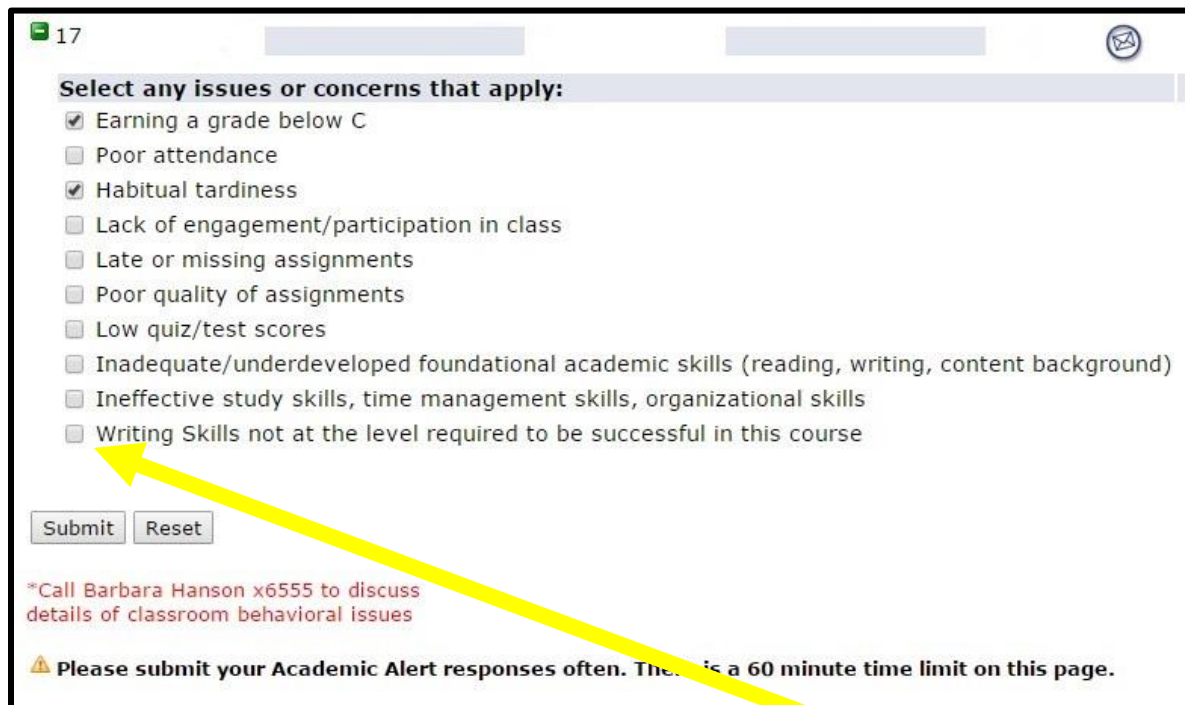
[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Select a CRN

CRN: APSU 1000 W1: Transition to the University, 1261 (22) ▼

Submit

5. Here you will see a roster for the selected course. Click the green plus sign button next to the student to reveal the options for alert.



17

Select any issues or concerns that apply:

- ☒ Earning a grade below C
- ☐ Poor attendance
- ☒ Habitual tardiness
- ☐ Lack of engagement/participation in class
- ☐ Late or missing assignments
- ☐ Poor quality of assignments
- ☐ Low quiz/test scores
- ☐ Inadequate/underdeveloped foundational academic skills (reading, writing, content background)
- ☐ Ineffective study skills, time management skills, organizational skills
- ☐ Writing Skills not at the level required to be successful in this course

Submit Reset

\*Call Barbara Hanson x6555 to discuss details of classroom behavioral issues

⚠ Please submit your Academic Alert responses often. There is a 60 minute time limit on this page.

6. Select all of the alert options that apply using the check boxes and then "Submit." **Please note:** The Academic Alert roster page times out after 60 minutes so submit your selections as soon as you check them off.

All done! An email will be sent to the student, their Academic Advisor, Academic Alert, and you. If applicable, the Athletic Academic Coordinator and the student's APSU 1000 and/or PASS instructors would receive an email as well.

For more information, please visit the [Academic Alert website \(opens in a new window\)](#) or contact them directly in Marks 127, by email to [academicalert@apsu.edu](mailto:academicalert@apsu.edu), or by calling 931-221-6555.