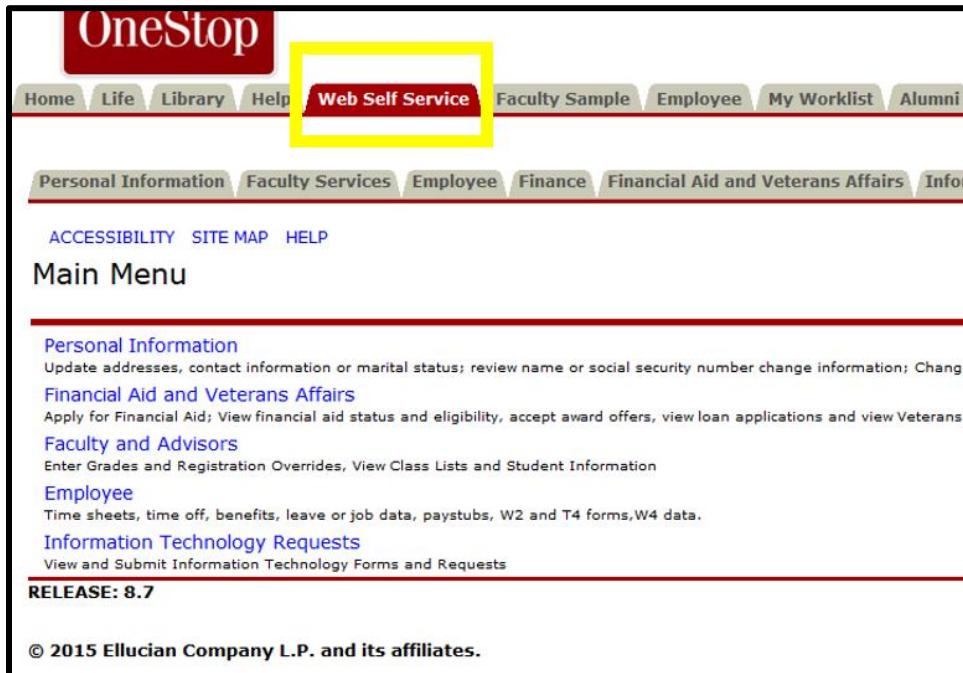


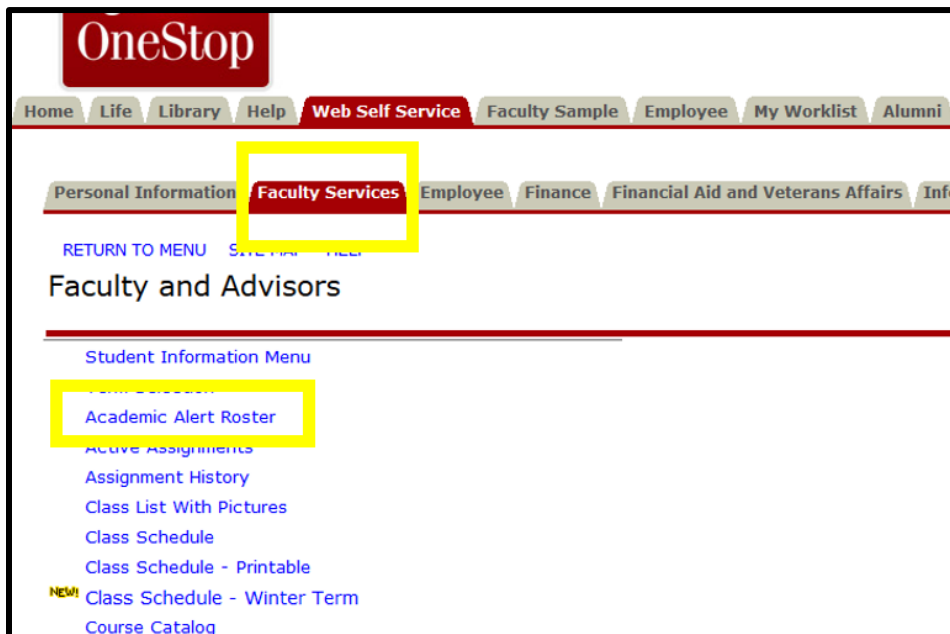
# Academic Alert

## Make a Big Difference with an Easy Tool

1. Login to [AP OneStop \(opens new window\)](#) 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 website 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. A secondary navigation bar includes: Personal Information, Faculty Services (highlighted), Employee, Finance, Financial Aid and Veterans Affairs, and Info. Below these are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is "Select Term". There is a form field labeled "Select a Term:" with 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."

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

The screenshot shows the OneStop website 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. A secondary navigation bar includes: Personal Information, Faculty Services (highlighted), Employee, Finance, Financial Aid and Veterans Affairs, and Info. Below these are links for RETURN TO MENU, SITE MAP, and HELP. The main heading is "Select a CRN". There is a form field labeled "CRN:" with a dropdown menu showing "APSU 1000 W1: Transition to the University, 1261 (22)". Below the dropdown is a "Submit" button.

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.

**Select any issues or concerns that apply:**

- Non-Attendance
- 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
- SLA Lab Poor attendance/lack of engagement/failure to complete assigned work
- Math Skills not at the level required to be successful in this course
- Poor or ineffective communication with professor
- Recommend student seek technology assistance

**⚠ 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 questions or more information, please contact Academic Recovery at 931-221-6555 or [academicalert@apsu.edu](mailto:academicalert@apsu.edu).