

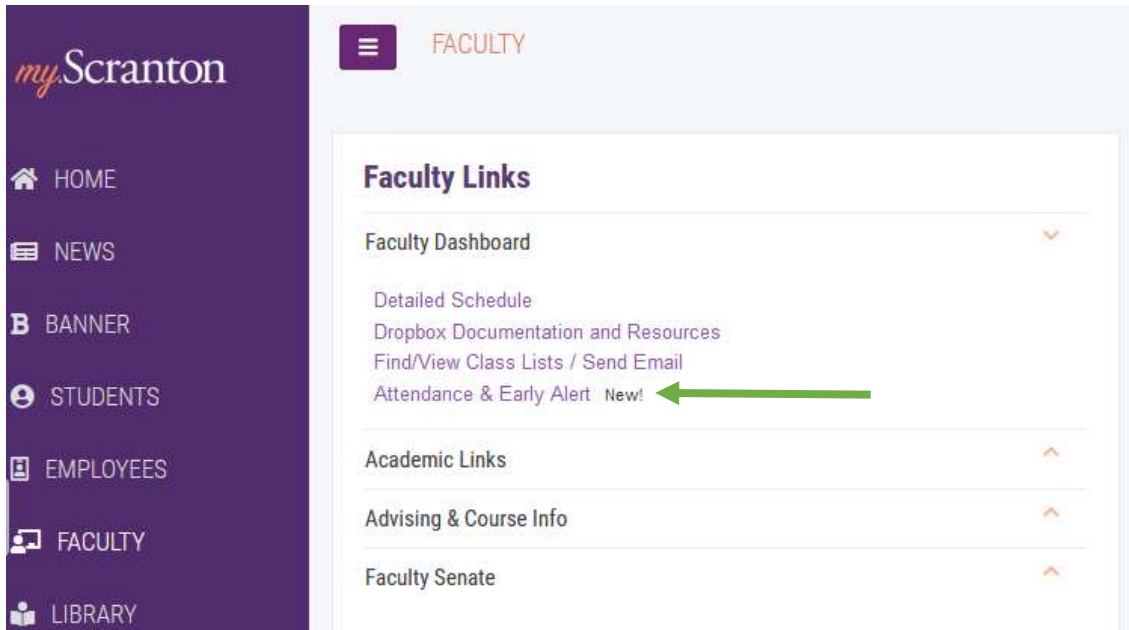
# Student Success – Attendance and Early Alert System Instructions

[How to Issue an Early Alert – Click Here](#)

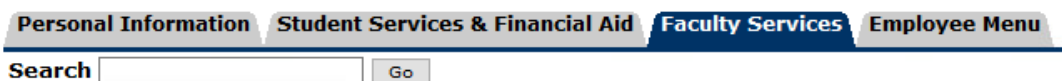
[How to Use the Attendance Module – Click Here](#)

## Instructions to Access the System

1. There are two ways to access the Attendance and Early Alert System:
  - a. You may access the system by logging into [my.scranton.edu](http://my.scranton.edu) and then clicking the Faculty Tab. A link “Attendance & Early Alert” will be in the list of links found below “Faculty Dashboard” as seen below.



- b. You can also find the system by going to [my.scranton.edu](http://my.scranton.edu) and going to Self-Service and then to the Faculty tab (same place where you find Final and Midterm Grade links) to find the Attendance and Early Alert link as shown below:



## Faculty Services

[Term Selection](#)

[Advisor Menu](#)

View a student's transcript; View a student's grades; Run a degree audit; Display your security setup.

[Student Information Menu](#)

[CRN Selection](#)

[Faculty Detail Schedule](#)

[Week at a Glance](#)

[Detail Class List](#)

[Summary Class List](#)

[Attendance & Early Alert](#)

[Mid Term Grades](#)

[Final Grades](#)

[Active Assignments](#)

2. You have successfully accessed the system when you reach the screen that will look like what you see below in the screenshot. See colorful icons for a description of what they identify.

← You may see multiple terms listed if you are teaching courses in both the regular terms AND special terms. In this screenshot, there is only one regular term showing

→ Below the term you will see the term date span, the date when the system opens, the attendance deadline date, and the last day to submit an early alert

⎓ Courses will only show up in the list on this main page if the courses are currently active in the term listed

← If you have not entered any attendance information or early alerts, “Not started” displays next to each course

**Attendance & Alerts**

The University collects student **Attendance** in order to remain compliant with federal regulations. [Faculty are required to report students not in attendance.](#)

You can also use this form to submit **Early Alert** notifications. Early Alert is a proactive, student-centered system of communication between faculty, staff and academic advisors that facilitates the identification of students who are not performing optimally in the academic setting in order to provide them with resources and support for success.

You can report Attendance and submit Early Alerts starting the second week of the term. You can access this form as many times as needed through the closing dates.

[View your previous submissions here.](#)

Fall 2021 / Full Term ←

→ Term: Aug 30-Dec 18 | Form opened Sep 6. Submit attendance by Sep 20, early alerts by Oct 18

COMM 210: (EPW) Logical/Rhetor Analysis (10290)	Not Started
ENGR 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11108)	Not Started ←
PHYS 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11144)	Not Started

**The next two sets of instructions will show you how to use the Attendance portion and the Early Alert portion of the new system**

[How to Issue an Early Alert – Click Here](#)

[How to Use the Attendance Module – Click Here](#)

# Instructions for Attendance Portion of System

1. The attendance portion of this system is **not for daily attendance**. This system is set up to indicate whether a student is attending your course OR if the student has never attended. The attendance portion of this system is to correct roster issues. Intermittent attendance from a student is something you submit as an **early alert**.
2. We ask that you complete the attendance portion of the system only once during the semester. Please also follow the guidance you receive from the Registrar Office.
3. When ready to complete the attendance portion of the system for a course, click the title of the course to access the roster from the main system page. You will see the following:
  - a. Course and Term info, and days you have left for attendance and early alerts
  - b. Your roster with **student photos**, names, and R numbers (blurred out in screenshot)
  - c. Two toggle switches: one for Attendance and the other for Early Alert. By default, a student displays as “Attending” and has “No Early Alert”.

STUDENT ATTENDANCE & EARLY ALERT

THE UNIVERSITY OF SCRANTON  
A JESUIT UNIVERSITY

COMM 210 (EPW) Logical/Rhetor Analysis

Change Course About

Fall 2021 / Full Term /CRN 10290

You've not yet recorded Attendance. You have 15 days left. Closing date is Mon Sep 20  
43 days left to submit Early Alerts. Closing date is Mon Oct 18

Attending No Early Alert

Attending No Early Alert

Attending No Early Alert

Attending No Early Alert

Attending No Early Alert

Save Attendance & Early Alerts

4. As an example, let us say the first and third students in this list have never attended the course. When you click their Attendance toggle switches the toggles turns to gray and indicates “Not Attending” as shown below. Click the “Save Attendance & Early Alerts” button to save.

Not Attending No Early Alert

Attending No Early Alert

Not Attending No Early Alert

- After you click the save button, the page will indicate changes were saved in a colorful banner at the top of the page.
- To get back to the main system screen, click the “Change Courses” link at the top of the roster page (shown inside the red oval in previous screenshot). The main system page now looks like the following below in the screenshot. You will see that the screen indicates, “2 Not Attending” (because that is how many I chose in this example) and that no early alerts were issued.
- Repeat this process for your other courses and only choose “Not Attending” for those students who have never attended the course (or in some cases came on the first day and never again).

## STUDENT ATTENDANCE & EARLY ALERT



### Attendance & Alerts

The University collects student **Attendance** in order to remain compliant with federal regulations. [Faculty are required to report students not in attendance.](#)

You can also use this form to submit **Early Alert** notifications. Early Alert is a proactive, student-centered system of communication between faculty, staff and academic advisors that facilitates the identification of students who are not performing optimally in the academic setting in order to provide them with resources and support for success.

You can report Attendance and submit Early Alerts starting the second week of the term. You can access this form as many times as needed through the closing dates.

[View your previous submissions here.](#)

### Fall 2021 / Full Term

Term: Aug 30-Dec 18 | Form opened Sep 6. Submit attendance by Sep 20, early alerts by Oct 18

COMM 210: (EPW) Logical/Rhetor Analysis (10290)	2 Not Attending	No Early Alerts
ENGR 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11108)	Not Started	
PHYS 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11144)	Not Started	

# Instructions for Issuing an Early Alert in the System

1. Early alerts may be input into the system any time the system is open.
2. When you would like to issue an early alert, click the title of the course from the main system page to access the roster. You will see the same screen (see below) as when you completed the attendance portion of the system with your attendance updates (if you made any).

**STUDENT ATTENDANCE & EARLY ALERT** THE UNIVERSITY OF SCRANTON A JESUIT UNIVERSITY

**COMM 210** (EPW) Logical/Rhetor Analysis [Change Course](#) [About](#)

Fall 2021 / Full Term /CRN 10290

- 15 days left to change Attendance. Closing date is Mon Sep 20
- 43 days left to submit Early Alerts. Closing date is Mon Oct 18
- Information below was last updated by you on Mon Aug 9

	<input type="checkbox"/> Not Attending	<input type="checkbox"/> No Early Alert
	<input checked="" type="checkbox"/> Attending	<input type="checkbox"/> No Early Alert
	<input type="checkbox"/> Not Attending	<input type="checkbox"/> No Early Alert
	<input checked="" type="checkbox"/> Attending	<input type="checkbox"/> No Early Alert
	<input checked="" type="checkbox"/> Attending	<input type="checkbox"/> No Early Alert

**Save Attendance & Early Alerts**

3. As an example, if you click the early alert toggle button next to the second student you will see the following.

**STUDENT ATTENDANCE & EARLY ALERT** THE UNIVERSITY OF SCRANTON A JESUIT UNIVERSITY

**COMM 210** (EPW) Logical/Rhetor Analysis [Change Course](#) [About](#)

Fall 2021 / Full Term /CRN 10290

- 15 days left to change Attendance. Closing date is Mon Sep 20
- 43 days left to submit Early Alerts. Closing date is Mon Oct 18
- Information below was last updated by you on Mon Aug 9

	<input type="checkbox"/> Not Attending	<input type="checkbox"/> No Early Alert
	<input checked="" type="checkbox"/> Attending	<input checked="" type="checkbox"/> Early Alert

Enter any early alert comments here. Please choose one or more categories below to indicate the type of alert you are issuing.

Alert Categories

- The early alert toggle turns purple indicating an early alert is present for that student. You may enter any comments about the early alert into the text field (as it indicates). Then choose the type of alert by selecting one or more categories from the drop down list as shown below. In this example below, two alert options were selected indicated by the gray check marks. Please follow the guidance given in the “[Guidance for Course Instructors and Advisors](#)” document for what is an appropriate early alert to submit.

STUDENT ATTENDANCE & EARLY ALERT
THE UNIVERSITY OF SCRANTON  
A JERSEY UNIVERSITY

**COMM 210** (EPW) Logical/Rhetor Analysis [Change Course](#) [About](#)

Fall 2021 / Full Term /CRN 10290

- 🕒 15 days left to change Attendance. Closing date is Mon Sep 20
- 🕒 43 days left to submit Early Alerts. Closing date is Mon Oct 18
- 🕒 Information below was last updated by you on Mon Aug 9

	<input type="button" value="Not Attending"/>	<input type="button" value="No Early Alert"/>
	<input type="button" value="Attending"/>	<input type="button" value="Early Alert"/>
	Here are my comments about the early alert. You may put any information here that will help supplement the type of alerts chosen from the drop down	
	<input type="button" value="2 items selected"/>	
	<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> <li>Other: (explain in comments)</li> <li>Poor performance on exam(s), paper(s), or other major class assignment(s)</li> <li>Poor performance on quiz(zes)</li> <li>Student is exhibiting nonacademic concerns</li> <li>Student is not prepared for nor engaged with material during class</li> <li>Student is not submitting homework or other class assignments</li> <li>Student seems to struggle with material and should consider a tutor</li> <li>Student's class punctuality and/or attendance is irregular</li> </ul> </div>	
	<input type="button" value="Not A"/>	<input type="button" value="No Early Alert"/>
	<input type="button" value="Atte"/>	<input type="button" value="No Early Alert"/>
	<input type="button" value="Attending"/>	<input type="button" value="No Early Alert"/>

- For any alert that does not fit in the categories in the drop down, please choose “Other (explain in comments)” and further explain in the comments box.
- Once you are finished entering any early alert comments and have chosen the type(s) of alert, you may repeat this process for other students.
- Click the “Save Attendance and Early Alerts” button when finished. The page will indicate changes have been saved in a colorful banner at the top of the page. Click the “Change Course” link to get back to the main system screen.
- Once you click the save button, the student along with you will receive the email that is sent to the student’s academic advisor (give it some time to arrive in your inbox).** From this point, the academic advisor will contact the student.

9. The main system screen would look like the following if you entered one early alert and two students never attended your course in COMM 210.

STUDENT ATTENDANCE & EARLY ALERTTHE UNIVERSITY OF  
**SCRANTON**  
A JESUIT UNIVERSITY

### Attendance & Alerts

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View your previous submissions [here](#).

### Fall 2021 / Full Term

Term: Aug 30-Dec 18 | Form opened Sep 6. Submit attendance by Sep 20, early alerts by Oct 18

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COMM 210: (EPW) Logical/Rhetor Analysis (10290)	<span style="background-color: #ffc107; padding: 2px 5px; font-size: small;">2 Not Attending</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; font-size: small;">1 Early Alert</span>
ENGR 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11108)	Not Started
PHYS 150: (FYDT,FYOC) Fnd of PHYS & ENGR (11144)	Not Started

10. You can go into this system any time it is open and enter early alerts.
11. NOTE: You need not enter an early alert for every student!
12. You may view previous alerts by clicking the link at the bottom of the main system page near “View your previous submissions here”, click here.
13. On the next page choose the term, and then choose whether you want to view just attendance, just early alerts, or both. Click the magnifying glass to bring up your previous alerts.

## Questions about the Student Success Early Alert System?

If you have any questions about the system, please reach out to:  
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[nicholas.truncale@scranton.edu](mailto:nicholas.truncale@scranton.edu)    570-941-6289    O’Hara Hall Room 118