

Steps to Sending an Early Alert:

1. Log in to myKwantlen as though you are reporting grades or checking a class list.
2. Select "Early Alert" from the Faculty Services menu.

Faculty Services Employee

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Class List
- Final Grades
- Class Schedule
- Search for Courses
- Request Moodle Course
- Early Alert
- Apprenticeship Gradebook

3. Select the term and the section of the early alert student.
4. Find the student in the class list you want to file an early alert, and click their name

RETURN TO MENU SITE MAP EXIT

Class List for Early Alert

100145107 Faculty W. Testing
Fall 2009
Sep 14, 2009 12:37 pm

The Early Alert system is an opportunity for Faculty to invite the Student Services Division to assist a student who may be struggling in class. This could include, but is not limited to, issues such as missing three or more classes, sleeping in class, disruptive behavior in the classroom and failing grades on tests or assignments. To report an Early Alert, click the name of the student you wish to report from the class list below.

Course Information

Crse-Testing Purposes ONLY - ZZZZ 1100 S10

Status:

Summary Class List


Record Number	Student Name	ID	Reg Status	Program	Credits	Home Tel	Work Tel
1	Testing, Registration J.	100032482	**Registered**	CR in Gerontology Therpeutic	0.000	(604) 5992100	(604) 5992906

5. Select any alert issues you feel are relevant. Enter a comment if appropriate. Click the Submit button to send your alert.

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

Early Alert Form

100145107 Faculty W. Testing
Sep 14, 2009 12:47 pm

 Using the form below, provide information that will help Kwantlen direct services to the student you are concerned about. Once you click Submit, an email message will be sent to EarlyAlert@kwantlen.ca. If you wish to follow up your alert, please send an email directly to this address. We will confirm receipt of your early alert and will notify you of action taken.

Please compose long comments offline as there is a 15 minute time limit for this page.

Early Alert on Registration J. Testing


Questions

1: Select all of the issues you have observed:

- Missed more than one assignment
- Failed mid-term exam
- Failed tests and/or assignments repeatedly
- Underdeveloped study skills
- Student underprepared for course rigour
- Student is not prepared to write at a university level
- Does not have materials to work in class
- Sleeping in class
- Coming late to class
- Disruptive behaviour in class
- No-show for three or more classes
- Leaves classes early
- Appears to be distressed
- Change in demeanor which might include anxiety, aggression, depression or distress
- Comments of concern from other students

2: As the instructor,

- I have discussed the issue with the student
- I have advised student of Kwantlen services that might help

 If none of the issues above apply, or you feel there is other relevant information to provide, please use the comment box below.

6. You are done! The Early Alert Student Services team monitoring the EarlyAlert@kwantlen.ca email address will take care of everything! Thank you for participating in the Early Alert Referral Program.

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

100145107 Faculty W. Testing
Sep 14, 2009 12:54 pm

Report on Registration J. Testing



Thank you for your time. An **Early Alert** has been sent to EarlyAlert@kwantlen.ca.

To provide follow-up information, or to request a status update, please email EarlyAlert@kwantlen.ca.