## **FACULTY GUIDE ON ISSUING ALERTS FOR STUDENTS**

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- Login to sc.campus.eab.com 1.
- 2. On your Professor Home screen, click on the Issue an Alert button on the right side menu.
- Search for and select the student you want to issue an alert 3. for, then choose the reason. A few key alerts include:

Alert: Class Absence Alert: Poor Grades/Assignment Concerns Alert: Other (requires comments)

- Select the class (if applicable) that the student is in. 4.
- 5. Using the Additional Comments field, briefly outline the student need. Any details will help in an intervention!
- **6**. Finally, click the **<u>Submit</u>** button.

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	Professor Home					UNIVERSITY OF SOUTH CAROLINA
*	Class Listing					Actions
	CLASS NAME	-	THRE	8003		Issue an Alert
	(MATH-111) Basic Col	lege Mathematics	MTWR 4:10pm - 7:40pm ET	COL Online Section-COLUMBIA	Assignments Progress Reports	Quick Links
	Students In My Classes				Take me to Necord My Class Attendance Manage Accigoments	
	Actions +					Technical Support
	D	INDEX STUDENT NAME		COURSE(S)		•
	D	<u>A</u>		MATH-111-J10		
		2 A		MATH-111-310		
		\$ <u>6</u>		MATH-111310		-
	0	5 H		MATH-111-J10		
	0	6 L		MATH-111-J10		
		ISSUE AN ALERT	r			×
		Student Please select a reaso	ו for this alert	Select at least one		Q
		Student Please select a reaso Is this alert associate	n for this alert d with a specific class?	Select at least one		Q 
		Student Please select a reaso Is this alert associate	n for this alert d with a specific class?	Select at least one Optional		Q 



Academic Advising University of South Carolina



Additional training and videos can be found on Blackboard.

Cancel

Submit

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