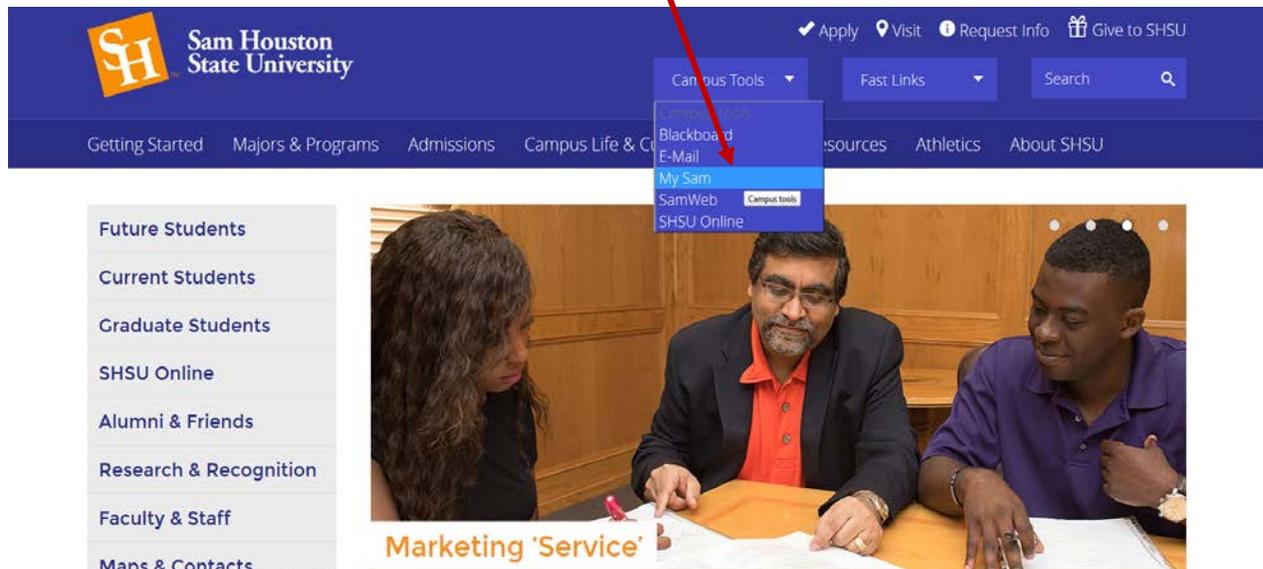
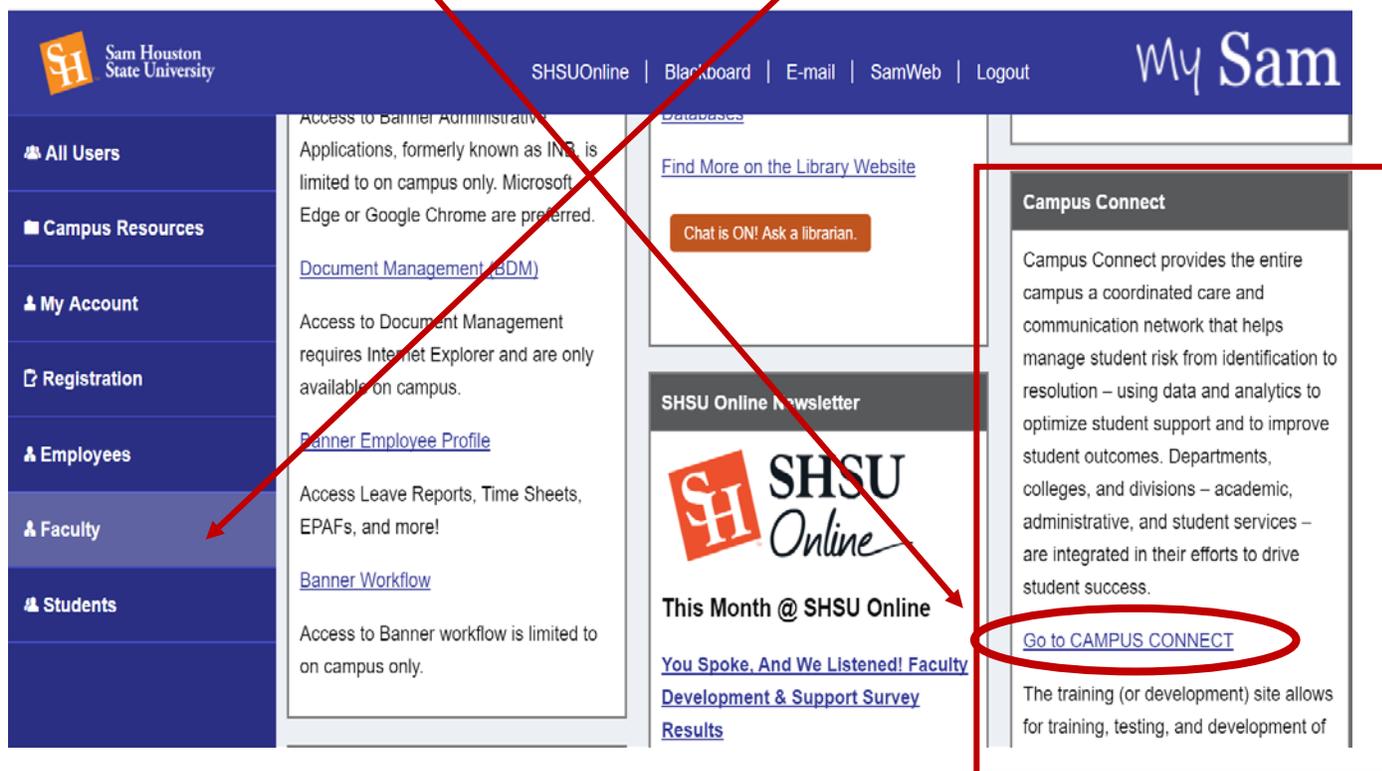


How to Issue an Early Alert

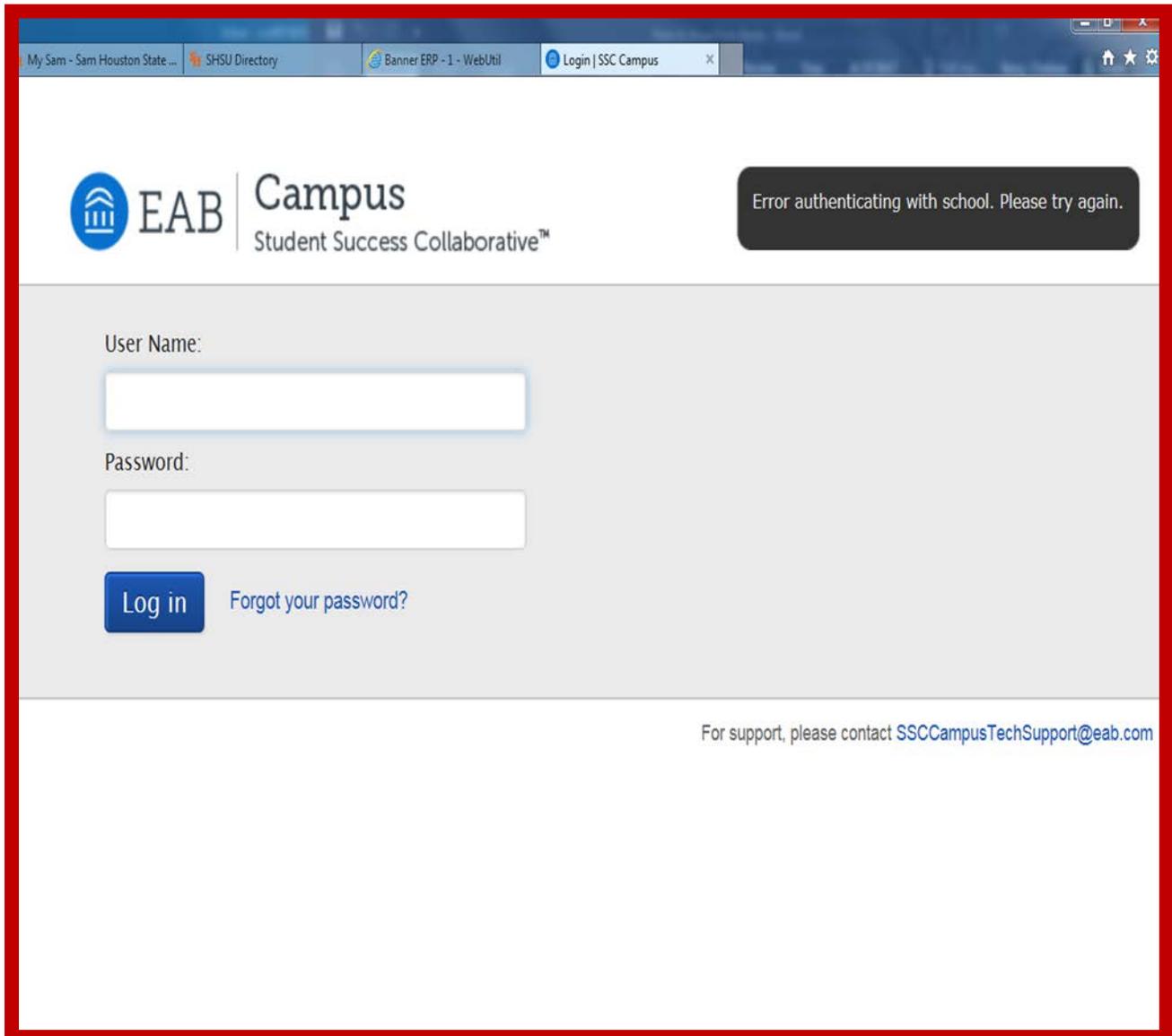
- 1.) To access Campus Connect, first go to **My Sam** located in the Campus Tools menu on the SHSU homepage.



- 2.) Next, click on the **Campus Connect link** under the “Faculty” tab.



IMPORTANT: If you follow the link to Campus Connect and get the following error message, please continue clicking the link until you automatically log in. You should not have to enter any information. The software company, EAB, has reportedly resolved this issue, but should you continue having trouble with logging in, please contact campusconnect@shsu.edu.



The screenshot shows a web browser window with the following elements:

- Browser tabs: "My Sam - Sam Houston State...", "SHSU Directory", "Banner ERP - 1 - WebUtil", and "Login | SSC Campus".
- Logo: EAB Campus Student Success Collaborative™.
- Error message: "Error authenticating with school. Please try again." (displayed in a dark grey box).
- Form fields: "User Name:" and "Password:" with corresponding input boxes.
- Buttons: "Log in" (blue) and "Forgot your password?" (blue text).
- Footer: "For support, please contact SSCCampusTechSupport@eab.com".

- 3.) Once you are logged in, **select the correct term**, and **enter the student's information** (name, SHSU username, **or** Sam ID number) whom you intend to refer in the search box.

NOTE.
The tool bar on the left will be **orange**, **not blue**.

Your home page in MSP will either appear with the "Advisor" or "Professor" view depending on your privileges.

The screenshot shows the 'Advisor Home' page in the MSP system. The top navigation bar is orange. A search box in the top right contains the text 'sammy bea'. A dropdown menu is open below the search box, showing three search results: 'Sammy Beardad (administration)', 'Sammy Bearkat (*2866) (student)', and 'Sammy Bearkitten (*8222) (student)'. A red circle highlights the search box and the dropdown menu. A red arrow points from the search box to the dropdown menu. The main content area shows 'My Assigned Students For Fall 2016' with a table of student information.

STUDENT NAME	ID	WATCH LIST	CUM. G
1 Mc Adams, John	000309714	2.30	High
2 Alcoser, Nathan	000517757	2.61	Moderate
3 Allen, Ebony	000559564	2.23	High

- a.) As you enter the student's information (either name or ID), results will appear below the search box. **Select the information for the student whom you wish to refer.**

The screenshot shows the 'Professor Home' page in the MSP system. The top navigation bar is orange. The page title is 'Professor Home'. Below it is a 'Class Listing' table with columns for CLASS NAME, TIME, and ROOM. Below the class listing is a 'Students In My Classes' table with columns for STUDENT NAME, CATEGORY, and COURSE(S). A red box highlights the 'Actions' dropdown menu in the 'Students In My Classes' table. A red arrow points from the 'Actions' dropdown menu to the search box in the previous screenshot.

CLASS NAME	TIME	ROOM
(HIST-1301) United States History To 1876	TR 8:00a-9:20a	COLLEGE OF HUMANITIES & SOCIAL-00242A

STUDENT NAME	CATEGORY	COURSE(S)
1 Baker, Katherine	Pre- Occupational Therapy^ POCT-Specialization	HIST-1301

- b.) In the "Professor" view, you also have the option to **refer students from your home page** under "Students In My Classes". Just **check the box** next to the student's name whom you plan to refer, then **click "Actions"**. The dropdown list will give you the option to **issue an alert** on the student.

- 4.) From the student's profile, you will select "Issue an Alert" on the right side of the page under the heading "Staff Alerts".

The screenshot shows the 'Campus Student Success Collaborative' interface. The student profile for 'Sammy Bearkat' is displayed with a Student ID of 000572866. On the right side, the 'Staff Alerts' dropdown menu is open, showing options like 'Message Student', 'Add a Note on this Student', and 'Issue an Alert'. The 'Issue an Alert' option is circled in red, and a red arrow points from the text in step 4 to it.

- 5.) Clicking "Issue Alert" will bring up a window, where you will next select your reason(s) for referral. You will have the option to select multiple reasons, so be sure to select all that apply.

The screenshot shows the 'ISSUE AN ALERT' window. The student name 'Sammy Bearkat' is displayed. The window prompts the user to 'Please select the reason you believe this student needs assistance'. A dropdown menu is open, showing options like 'Alert - Grade Concerns', 'Alert - Attendance Concerns', and 'Alert - Course Progress'. The dropdown menu is circled in red. Below the dropdown menu, there is a text area for 'Additional Comments' and a 'Submit' button.

- 6.) After selecting the reason(s) for your referral, **enter the class associated with the referral** (if applicable).

The screenshot shows a web form titled "ISSUE AN ALERT" within a "Tutors" interface. The form contains the following elements:

- Student:** A dropdown menu with "Sammy Bearkat" selected.
- Reason:** A dropdown menu with "Select at least one" selected. This dropdown is circled in red, and a red arrow points to it from the text above.
- Class:** A dropdown menu with "Optional" selected.
- Additional Comments:** A large text input area. A red arrow points to it from the text above.
- Buttons:** "Submit" (blue) and "Cancel" (grey).

At the bottom of the page, there is a footer with links for "Disclaimer", "Terms of Use", and "Download Acrobat Reader".

- a. The box defaults "Optional," but you **need to select a course** for which you are referring the student.
 - b. The dropdown box will show all courses for which the student is currently registered, which means you will have the option to refer a student for a course you are not teaching. Please be careful in selecting the course for which you are referring the student so that the wrong course is **NOT** chosen by accident.
- 7.) Feel free to **elaborate** on the reason for referral in the "Additional Comments" section.
- 8.) Once done, click "**Submit**."
- 9.) The SAM Center and/or the Academic Success Center (ASC) will initiate contact with the student(s) via Campus Connect, which links directly to their campus email and/or cell phone number on record.
- 10.) If you have any questions, please contact the SAM Center at samcenter@shsu.edu or 936-294-4444.