How to Post Early Alerts

This help aid will walk you through how to submit early alerts and verify that early alerts have posted correctly.

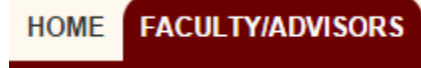Log into your my**stark**state portal account and click on the *Faculty/Advisors* tab (reference figure 1).

Figure 1

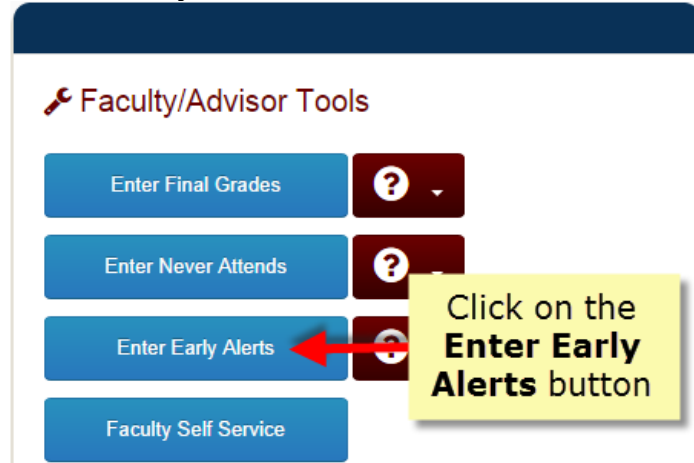In the *Faculty/Advisor Tools* section, click on the *Enter Early Alerts* button (reference figure 2).

Figure 2

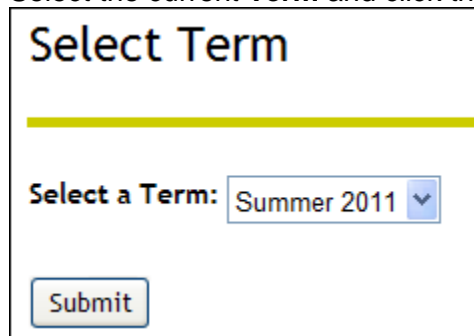Select the current **Term** and click the **Submit** button (reference figure 3).

Figure 3

Select the **CRN** of the class you want and click the **Submit** button (reference figure 4).
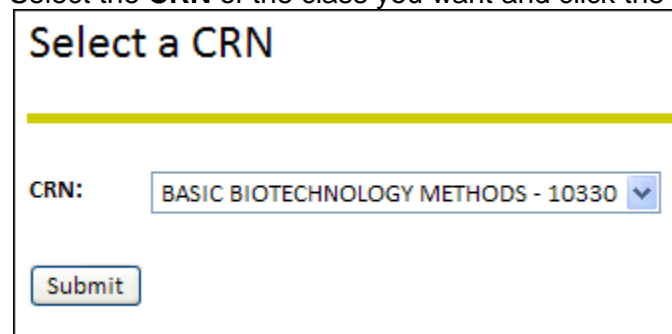
Figure 4

The **Mid Term Grades** page will load with the class information and class roster. Under the **Grade** column, select an option from the drop down menu for each student (reference figures 5 & 6).

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	Fairy, Tooth	S12345678	3.000	Registered May 01, 2011	S	N			5	✉
2	Nature, Mother	S98765432	3.000	Web Registered Jun 29, 2011	S	N			20	✉

Figure 5

Use "**U**" for the midterm grade of any student doing unsatisfactory. The grade for all remaining students will stay "S".

> **NOTE:** There is a 60 minute time limit for entering grades. Click the submit button often to assure the grades entered have been saved. If you did not save after 60 minutes, you will be automatically logged out of the page and all changes not saved will be lost.

Figure 6

Once your grades have been entered, click the **Submit** button at the bottom of the form.

Each time the **Submit** button is clicked and a change has been made, the page will reload with a message verifying "The changes you made have been saved successfully" (reference figure 7). If you receive an error message, make any corrections and click the **Submit** button again.

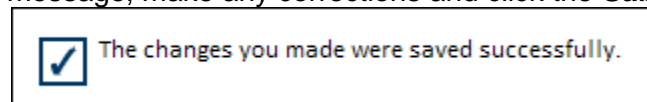☑ The changes you made were saved successfully.

Figure 7

To verify your submitted early alerts, click the **Class List** icon under the **Faculty Dashboard** channel (reference figure 9). The midterm grades for each student should appear under the midterm category.

Faculty Dashboard

Preferences

My Classes

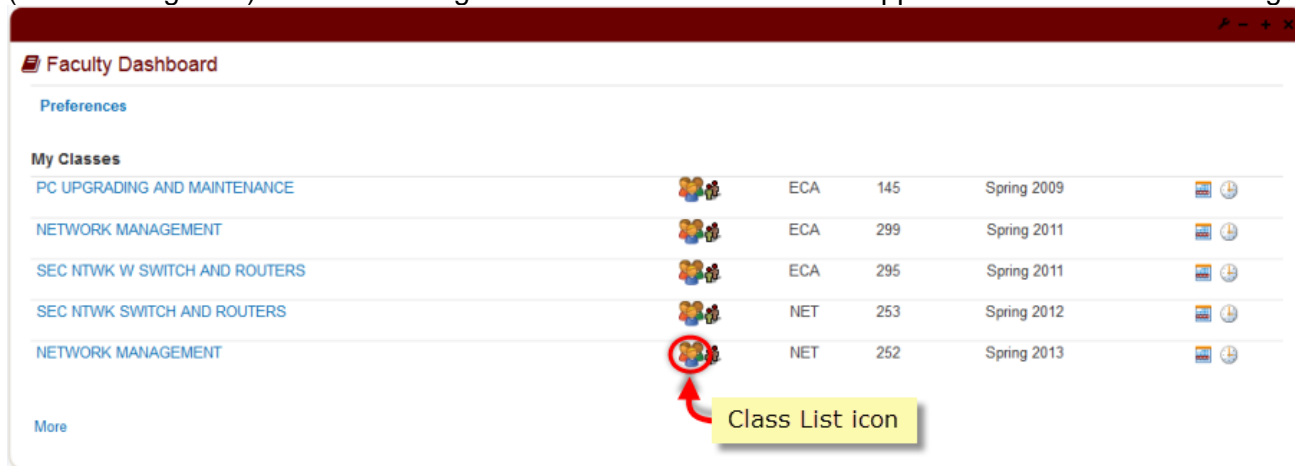| PC UPGRADING AND MAINTENANCE | | ECA | 145 | Spring 2009 | |
NETWORK MANAGEMENT		ECA	299	Spring 2011	
SEC NTWK W SWITCH AND ROUTERS		ECA	295	Spring 2011	
SEC NTWK SWITCH AND ROUTERS		NET	253	Spring 2012	
NETWORK MANAGEMENT		NET	252	Spring 2013	

Class List icon

More

Figure 8

NOTE: Once the date to submit early alerts has past and grades have been rolled to history, you will no longer be able to change them thru Self-Service Banner.

This completes posting early alerts.