Faculty Guide to Early Alert
Student success is the guiding principal of our work at COTC.

You have two options for submitting Early Alerts:

Submit via Moodle (Method preferred by majority of instructors)
1. Log in to your course page in Moodle
2. Click “Early Alert” from the right side of the page; this will bring up your course roster.
3. Click the “Early Alert” link next to the student for whom you wish to submit an Early Alert.
4. Now you see the Early Alert submission page.

Submit via COTC Connect
1. Log in to MY COTC (my.cotc.edu)
2. On the right side of the page, click: “Faculty” → “Faculty Information” → “Class Roster”
3. Select a course, then the student’s name for whom you wish to submit an Early Alert.
4. Click a course to open a roster of students, then click on the student’s name. Scroll to the bottom of the screen and click:

Add Early Alert Info
How to Complete the Early Alert Submission Page:

1) Select one of the “Faculty USE Only” options from the “Type of Issue” from dropdown box

   Note: “At-Risk: Nursing Program” is to be used by Nursing Department Faculty only.

2) Type Course & Section (Ex. BIO-121-X) and provide additional information in the “Detailed Notes” box

The most helpful alerts include the following information (please be as specific as possible):

- Any communications you’ve had with the student about the issue
- If the student is allowed to make up missed work
- Changes that may indicate deteriorating academic focus (such as a drop in grades and/or attendance, disclosure of major life event/crisis/hardship)
- Disengagement in the classroom
- Resources you feel could be beneficial to the student’s success

Example 1: “Student missed two out of the first three class sessions; has missed one quiz; has not participated in online discussions. I am concerned about their ability to be successful. I emailed the student about options for making up work but have received no response.”

Example 2: “Student missed the midterm and came to the next class without a valid excuse. Per my syllabus, the student is not permitted to make up the midterm. There is a total of 1,000 points to earn in this course; the student has only earned 375 points so far and the only remaining graded assignments left in this semester add up to 250. I spoke to the student after class and we discussed the situation, but I feel it would be helpful for a Gateway Advisor to speak with the student as well.”
3) Select all checkboxes that apply then click “Submit.”

4) Click white “x” to exit.
   DO NOT USE YOUR BROWSER’S “BACK” BUTTON to change information or submit another Early Alert.
   Instead, please repeat these steps to submit another Early Alert. Contact The Gateway with any questions.

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Your information regarding [Student’s Name] has been recorded in case #10030
The case is assigned to: [Name of Gateway Advisor]
What happens next?

1. The student’s Gateway Advisor is alerted of a new Early Alert and attempts to contact the student via phone and/or email within 48 hours.
2. If the Gateway Advisor is able to make contact with the student, they work together—along with the instructor—to develop the best strategy to help the student be successful in their individual situation.
3. Gateway Advisor “closes the loop” by contacting the instructor regarding the outcome of the Early Alert.

Frequently Asked Questions:

What is Early Alert?

Early Alert is a software program used by Faculty members and Gateway Advisors to intervene early when a student shows signs of struggling academically or personally. Faculty members create an “Early Alert” for a student in their course to initiate a dialogue between the Faculty, the student, and the student’s Gateway Advisor.

Why Early Alert?

Retention is becoming an increasingly important factor at all Ohio schools—COTC is no exception. The funding model of Ohio’s public colleges and universities has transitioned from a purely enrollment-based focus to a performance based focus of which student success and completion are key initiatives. With that in mind, COTC is putting an increasing focus on retention efforts; the “Early Alert” system is one of the major tools we are using to reach our retention goals.

When to create alerts:

Research studies have shown that the earlier in the semester an intervention is staged, the more likely students will be successful in their courses. Gateway Advisors make it a priority to reach out to students within 48 hours of the when the alert was started, and then to update the Instructor who started the Early Alert. For example, exhibiting behaviors during:

Weeks 1-2 of the semester:
- Tardy/Absent from two or more classes
- Missed their first assignment – often a precursor to missing future assignments
- Discloses they’re having issues with transportation to class, technology challenges, or they haven’t been able to obtain the course textbook

Weeks 3-4 of the semester:
- Disengaged in the classroom
- Multiple days without logging on to an online course
- Falling behind academically in the course, or barely passing the course
- Mentions that they’re considering dropping the course for financial or other reason
Trust Your Instinct
You know within the first few class sessions if a student is going to need extra support to be successful; share your intuition with Gateway Advisors by using “Early Alerts” and together we will help students succeed!

How do I reach my student’s Gateway Advisor?
The Gateway at Newark: 740-366-9222
The Gateway at Coshocton: 740-622-1408
The Gateway at Knox: 740-392-2526
The Gateway at Pataskala: 740-755-7090

Whom to contact for questions about using Early Alert:

Max Gulick
Gateway Advisor
mgulick@cotc.edu
Office Phone: ext. 57660
(Outside of campus: 740-755-7660)
Ashley Randall
Gateway Advisor
Randall.270@cotc.edu
Office Phone: ext. 74110
(Outside of campus: 740-622-1408)
Scott George
Gateway Advisor
sgeorge@cotc.edu
Office Phone: ext. 51107
(Outside of campus: 740-755-7090)