UMSL | Student Outreach and Support
University of Missouri–St. Louis

How to submit an Early Alert
(referred to as a "flag" in MyConnect)

1

From the Faculty & Staff Resources page (www.umsl.edu/facstaff/), please select 'MyConnect'

2 Click the 'My Students' Navigation Tab to see all of your students

☰ **Starfish**

🔍 *Search for Students*

MY STUDENTS

3 Use the 'Term' option to narrow your selection down to the current term. Use the 'Connection' option to find your course in the drop down menu

TRACKING

🏴 Flag   ➕ Referral   🗓 Success Plan   ✉ Message   📝 Note   ☁ Download

Search
| Student Name, Username, or ID | Go |

Connection
All My Students ▼

Term
All ▼

Additional Filters
Add Filters

	Name ▲	Retention Score	Email	Phone	Cell Phone
☐	👤 Alexander		@mail.umsl.edu		206/718-
☐	👤 Madalyn		@mail.umsl.edu		314/681-
☐	👤 Grace	60	@mail.umsl.edu		636/875-
☐	👤 Sarah		@mail.umsl.edu		636/542-
☐	👤 Mike	91	@mail.umsl.edu		618/671-
☐	👤 Daniel		@mail.missouri.edu		314/496-

4 To find a student, you can use either the search function or scroll through the pages using the navigation arrows at the bottom of the page. All of your students will appear in alphabetical order. Click on the student's name to open the folder.

Selected: 0

Displaying 1 - 25 of 22920 Students

5 Once you have located the student(s), click on the 'Flag' or 'Referral' button. You'll find a list of flags or referrals that can be raised by you for the student(s). *NOTE* To submit the same type of alert (i.e. failed exam) for multiple students, use the selection box next to the student's name to include him/her/them. You may click as many or as few of the names as necessary.

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6 Select the Flag or Referral that you wish to raise.

7 PLEASE select the course; this allows us to collect better data.

Raise Flag for ▓▓▓▓▓▓, ▓▓▓▓   Never Mind   Save

* Flag
Course Context   Select a Course...
Comment   Add comments indicating why the Flag item is being created.

🔒 Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields   Never Mind   Save

Raise Flag for Multiple Students   Never Mind   Save

* Flag   Select a Flag...
Course Context   Select a Course...
Comment   Add comments indicating why the Flag item is being created.

🔒 Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields   Never Mind   Save

Raise Flag for   Never Mind   Save

* Flag
Course Context
Comment

🚩 **Attendance Affecting Grade**
This is a Retention managed flag. Raise this flag when a student has missed enough times that they lose a letter grade according to the attendance policy.
Disclosable under FERPA

🚩 **E-Professionalism**
Retention managed. Comments required. Raise this when you have a concern that a student is unresponsive to emails or not engaging appropriately online.
Disclosable under FERPA

🚩 **Failed Exam**
This is a Retention Services managed flag. Submit when a student has failed a test or exam.
Disclosable under FERPA

🚩 **In Danger of Failing**
This is a Retention managed flag. Raise this when a student is in danger of failing a course.
Disclosable under FERPA

🔒 Permissions: A trac...
* Required fields

Create Referral for ▓▓▓▓▓▓, ▓▓▓▓   Never Mind   Save

* Referral
Course Context   Select a Course...
Comment   Add comments indicating why the Referral item is being created.

🔒 Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields   Never Mind   Save

Create Referral for Multiple Students   Never Mind   Save

* Referral
Course Context   Select a Course...
Comment   Add comments indicating why the Referral item is being created.

🔒 Permissions: A tracking item must be selected to determine the sharing permissions

* Required fields   Never Mind   Save

Create Referral for   Never Mind   Save

* Referral
Course Context
Comment

➥ **Academic Referral - Writing Center**
Faculty raised. For students who need assistance with writing assignments.
Disclosable under FERPA

➥ **Academic Referral Help Desk**
Faculty raised. For students who are having technical issues that are preventing them from communicating or completing graded work.
Disclosable under FERPA

➥ **Academic Referral Math Lab**
Faculty raised. For students who need assistance with Mathematics courses.

➥ **Academic Referral STAC**
Faculty raised. For students enrolled in Biology, Chemistry, Physics, and Psychology courses who need tutoring.

➥ **College of Arts and Sciences Advisor**
Referral to Staff Advisor in Arts and Sciences.

🔒 Permissions: A trac...
* Required fields

8 PLEASE type a comment in the 'Comment' box as this provides the Academic Support Staff further information. Also, keep in the mind that the comments **ARE VIEWABLE** by students and the comments **ARE DISCLOSABLE** under FERPA.

9 To submit the flag(s) or referral(s), click the 'Save' button. If you wish to cancel your submission, click the 'Never Mind'.

NEXT STEPS: *The appropriate individuals will be automatically notified. Only the faculty member submitting the flag, the student(s) selected, and the appropriate resource personnel will be able to view the flag. An automated e-mail will be generated to the student. All information regarding the flag, including the comments, can be viewed to the student.*

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