

## How to submit an Early Alert (referred to as a “flag” in MyConnect)

The screenshot shows the UMSL Faculty & Staff Resources page. At the top, there is a navigation bar with links for Staff Resources, Google Drive, Remote Worker Log, Canva, Qualtrics, and Reports. Below this is a dark red header with the UMSL logo and navigation links for Current Students, Future Students, Faculty & Staff, and Quick Links. The main content area features a large banner image of people in a meeting with the text "Faculty & Staff Resources". Below the banner, there is a breadcrumb trail: "UMSL » Faculty and Staff". The main content is divided into two columns. The left column contains a "MyGateway Faculty & Staff Portal" section with a description and a "MYGATEWAY LOGIN" button. The right column contains a "QUICK LINKS" section with a list of links: Bulletin, Canvas, Course Eval, Faculty & Staff Email, MyConnect, MyDegree, MyDrive, MyHR, MyLearn, MyView, MyVITA, and Photo Rosters. A red box with the number "1" and an arrow points to the "MyConnect" link in the Quick Links section. A text box next to the arrow contains the instruction: "From the Faculty & Staff Resources page ([www.umsl.edu/facstaff/](http://www.umsl.edu/facstaff/)), please select 'MyConnect'".

[www.umsl.edu/facstaff/](http://www.umsl.edu/facstaff/)

Staff Resources Google Drive Remote Worker Log Canva Qualtrics Reports

University of Missouri–St. Louis Current Students Future Students Faculty & Staff Quick Links-

**UMSL** | University Of Missouri–St. Louis

APPLY NOW REQUEST INFO GIVE

# Faculty & Staff Resources

UMSL » Faculty and Staff

### MyGateway Faculty & Staff Portal

MyGateway is our central portal for all UMSL applications including email access, Canvas course management, MyView enrollment and payment services, MyDegree academic progress, MyConnect advising services, MyDrive Google services and much more. SSO required.

MYGATEWAY LOGIN

#### QUICK LINKS

Bulletin	MyDrive
Canvas	MyHR
Course Eval	MyLearn
Faculty & Staff Email	MyView
<b>MyConnect</b>	MyVITA
MyDegree	Photo Rosters

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

2

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

The screenshot shows the 'My Students' page in the Starfish system. At the top, there is a blue navigation bar with the 'Starfish' logo and a search bar labeled 'Search for Students'. Below this is a light-colored navigation bar with the 'MY STUDENTS' tab highlighted. A toolbar contains buttons for 'Flag', 'Referral', 'Success Plan', 'Message', 'Note', and 'Download'. A search section includes a text input field for 'Student Name, Username, or ID', a 'Go' button, and filter dropdowns for 'Connection' (set to 'All My Students') and 'Term' (set to 'All'). A table lists students with columns for Name, Retention Score, Email, Phone, and Cell Phone. The student 'Mike' is highlighted with a red circle around his selection checkbox. At the bottom, it says 'Selected: 0' and 'Displaying 1 - 25 of 22920 Students'.

3

**TRACKING**  
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

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.

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/they. You may click as many or as few of the names as necessary.

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 [Name], [ID]

Never Mind Save

\* Flag [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

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 [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

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

\* Required fields Never Mind Save

Raise Flag for [Name], [ID]

Never Mind Save

\* Flag [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

- 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 tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

Create Referral for [Name], [ID]

Never Mind Save

\* Referral [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

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 [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

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

\* Required fields Never Mind Save

Create Referral for [Name], [ID]

Never Mind Save

\* Referral [Dropdown]

Course Context [Dropdown]

Comment [Text Area]

- 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 tracking item must be selected to determine the sharing permissions

\* Required fields Never Mind Save

8

PLEASE type a comment in the 'Comment' box as this provides the Academic Support Staff further information. Also, keep in 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.