

Submitting Early Alert Progress Reports – For Professors

Note: Only a select group of classes and students are targeted during the Early Alert Campaign. Usually, students with 45 credits or less completed (mainly freshman students) and classes with higher D/F/W rates or as requested by departments are target areas.

- On day one of Early Alert reporting (Monday of Week of 4 for the semester), an email will be sent out to all participating professors for the target students and classes
- There is a link to the feedback form at the bottom of the campaign email called “Click to Begin Entering Student Feedback”. The links are professor specific so make sure to only use your email to access the link.

[Click to Begin Entering Student Feedback](#)

The link above expires on 09/19/2025. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

<https://utc.campus.eab.com/e/lorPe-v58>

- Clicking the feedback link will open a new window with the progress report listing your students. If you are teaching multiple target classes, your list will also include students for the other classes.
 - The class name will be shown above each student list

Student Feedback



Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor [REDACTED]

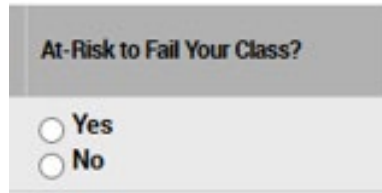
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

FREN-1010-01 French Language And Culture I

Student Name	At-Risk to Fail Your Class?	Primary At Risk Concern	How Many Absences?	Current Grade	Please give as much information as possible about this alert:
1 [REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 [REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Only feedback for “at-risk” students is required. You can skip students that are not having challenges in your class(es). If a student is experiencing Attendance Issues, please submit the report for that student during the first week of reporting.

- In the feedback report, complete the sections for:
 - At Risk to Fail Your Class – Yes radio button.
 - If No, you can skip the student completely for easier submitting

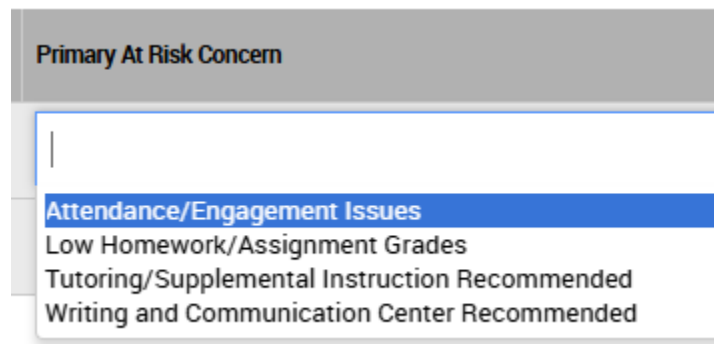


At-Risk to Fail Your Class?

☐ Yes

☐ No

- Primary At Risk Concern – Alert Reasons select all that apply
 - Click in the box to see a drop-down menu of options



Primary At Risk Concern

Attendance/Engagement Issues

Low Homework/Assignment Grades

Tutoring/Supplemental Instruction Recommended

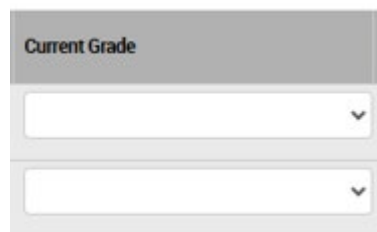
Writing and Communication Center Recommended

- How Many Absences? – Enter a number if known



How Many Absences?

- Current Grade – Select the letter grade from the drop-down menu



Current Grade

- Please give as much information as possible about this alert - Including a note about the student's performance or the class concern is important! Advisors cannot view Canvas.
 - This can include information about class engagement/attendance, missed assignments/exams, low scores, etc.

Please give as much information as possible about this alert:

- There are two options for saving reports. Remember that all feedback for students must be completed by the deadline provided (usually by the end of Week 5 for the semester):
 - Save to Return Later – this option will submit reports for students that had feedback options selected/filled out. Any students not marked or commented on will be saved so that you can come back to them later. You can revisit the feedback form as many times as needed using the link in your email.
 - This option is helpful if you want to submit a report early for attendance concerns and immediate challenges for students, while waiting for additional information about other students once more class assignments or exams have happened.

Save to Return Later

This button will submit students you have marked as at-risk in your classes. Repeat this process until all students are marked.

- I'm All Done! – this option will submit ALL of the reports whether feedback options have been selected or not. Any student that doesn't have any options/comments completed will be marked as not at-risk for your class.
 - This option makes it easy to just report the at-risk students and mark all others as not at-risk.
 - Be careful using this option before you are ready. If you select this option, but want to wait until first exam grades were available, you will not be able to return to provide additional feedback.

I'm All Done!

This is your "I'm all done" button. It will submit this button to mark the remaining students as not at-risk.