

# Issuing an Alert for a Student of Concern

The Early Alert system is a collaborative effort between faculty, students, and support offices in the Division of Student Affairs and/or the College of Undergraduate Studies (DOSA/COUS) to support students in their academic experience. These support offices work with students to discuss academic concerns, time-management, study habits, and any other topic related to their success. Your participation in the Early Alert process will notify DOSA/COUS offices of your concern and maximize support for the student.

*Your role as a faculty member: Select students for alert and “Notify” offices.*

**Step 1 →** Log on to the GradesFirst System at **nova.gradesfirst.com** using your SharkLink credentials. On your Professor Homepage, click on the **magnifying glass** icon on the top right corner of the page to search for your selected student. Type in the student's name or their N#. **Click on that student** to open up their profile. Make sure to be in the proper semester and year.



**Step 2 →** Once on the student's profile page, click on “Issue an Alert” in the Options Box to the right of the screen. An “Issue an Alert” window will pop up.

A screenshot of a "Issue an Alert" window. At the top left is a green status bar with a checkmark icon and the text "Status: Normal". Below it is a grey header bar with the text "Not in Study Hall". The main area is titled "Options" and contains several blue-link buttons: "Send a Message", "Schedule an Appointment", "Issue an Alert" (which has a blue arrow pointing to it from the bottom left), "Advising Report", "Add a Note", and "Add a Tag".

**Step 3 → Select the reason** for this alert from the drop-down menu (Note: You can select more than one). You can tie this alert with a specific course by **selecting the class** from the second drop down titled, “*Is this alert associated with a specific class?*” You may also **add any comments** for this student. After all sections are completed, click “**Submit**.”

ISSUE AN ALERT X

Student Sample Student

Please select the reason you believe this student needs assistance Select at least one

Is this alert associated with a specific class? Optional ▼

Additional Comments

Submit Cancel

**Step 4 →** Once submitted, the alert is sent directly to support offices that will be able to further assist the student with your concern. Offices can update you and other departments on their interactions with this student on the student’s profile on GradesFirst at any time.

### Questions?

Contact The Office of Undergraduate Student Success

[studentsuccess@nova.edu](mailto:studentsuccess@nova.edu)

(954) 262-8536