

How to submit an Early Alert Faculty Referral

Banner 9 Upgrade – December 2022

The Early Alert program connects students with support services. Rather than hoping that a student will seek help and resources on their own, instructors can refer students to targeted support that includes Academic Advising, the Learning Centre, Counselling, Student Awards and Financial Aid, Accessibility Services, and the Behavioural Intervention Team.

Some important reminders:

- **Student responses are voluntary.** Service partners invite students to engage in services by email and/or phone, but it is a student's choice to respond and engage... or not.
- **Referrals are confidential.** The information in the referral is only viewed by one person on the triage team and the service partner or partners who are reaching out to the student.

Early Alert is not an appropriate referral in the following instances:

- Dangerous or threatening behaviour, involving the potential for serious and imminent harm to self or others. In these cases, call 9-1-1 and notify Security.
- Rudeness or behaviours that can be considered classroom management issues. In these cases, you may choose to seek support from colleagues or your Associate Dean.
- Cheating or plagiarism which are best addressed through the appropriate policy ([ST2](#)). Consult your Dean's office for support and guidance.

Process

1. Bring up your observations with the student directly and let them know you are referring them to the Early Alert program. If you are not able to do this directly with the student, please reach out by email or other communication. Students are much more likely to engage with services if you communicate your concern in advance.
2. Log in to kpu.ca/oss as though you are reporting grades or checking a class list.
3. Select "Early Alert" from the Faculty Services menu. Then, chose "Submit an EA or BIT referral now".

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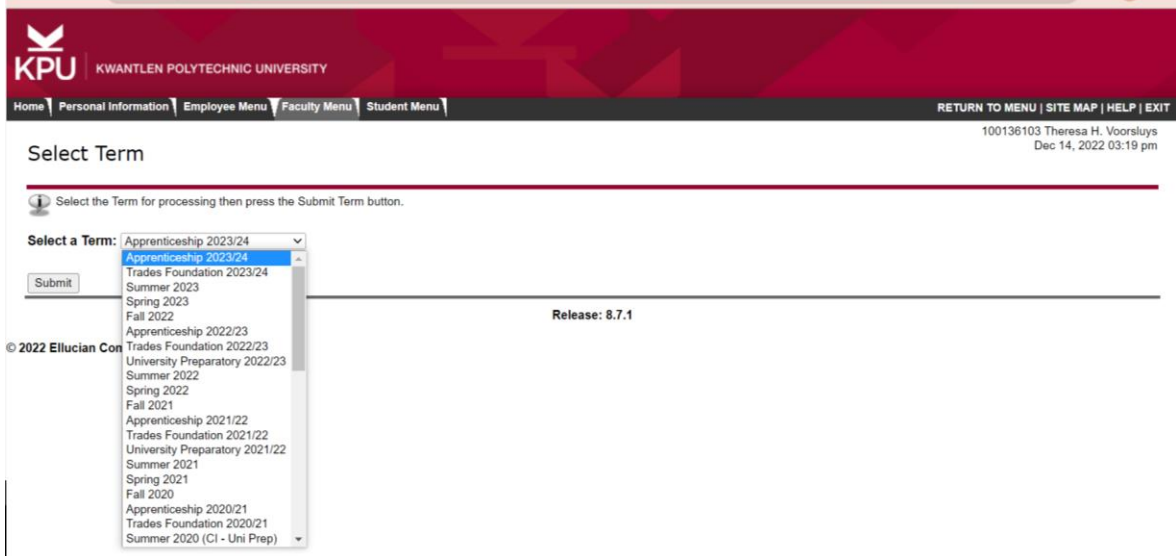
Faculty Main Menu

The "Search for Classes" option is now replaced by the "Browse Classes" search feature. For more details, please go to <https://www.kpu.ca/registration/browse-classes>

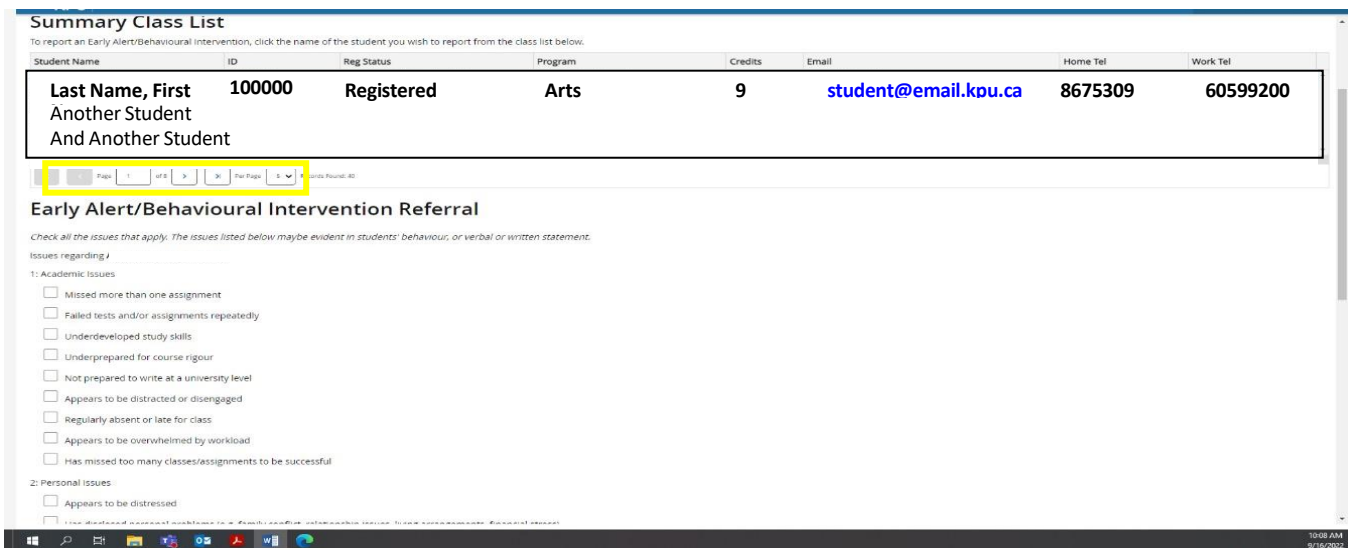
- Class List**
This new Class List adds functionality and consolidates many items in one place. The class list now includes student photos, the use of student's preferred/chosen first names, and other enhancements.
- Final Grade Entry**
This new Grade Entry application adds functionality and consolidates many items in one place. No term or CRN selection is needed. All courses open for grading are displayed. Export a class list to an Excel spreadsheet template and Import grades from this spreadsheet. In addition the class list now includes student photos, the use of student's preferred/chosen first names, and other enhancements.
- Faculty Detail Schedule**
This new Faculty Detail Schedule adds some course details not seen in the previous version. No term or CRN selection is selected prior. Displays the course details, meeting times and enrolment counts for the faculty member's schedule for the selected term and CRN.
- Week at a Glance**
View by Day and Time. All classes which an instructor is assigned are displayed in a weekly calendar view. The default period is the current week.
- Early Alert/Behavioural Intervention**
- Term Selection**
- CRN Selection**

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4. Select the term. Once you've done that, your classes for that semester will appear in the drop-down for "Select a CRN". Choose the class.



5. Your class list will appear in the “Summary Class List” window. You may need to scroll through the list to find your student using the arrow keys. Choose a student to submit an Early Alert. Their name will appear bolded.
 - a. Once you select a student, a form will appear under the class list where you can include the Early Alert detail



6. Select any items under “Academic, Behavioral, or Personal” that apply. Add additional details in the comment box if needed. Then hit submit. You are done!