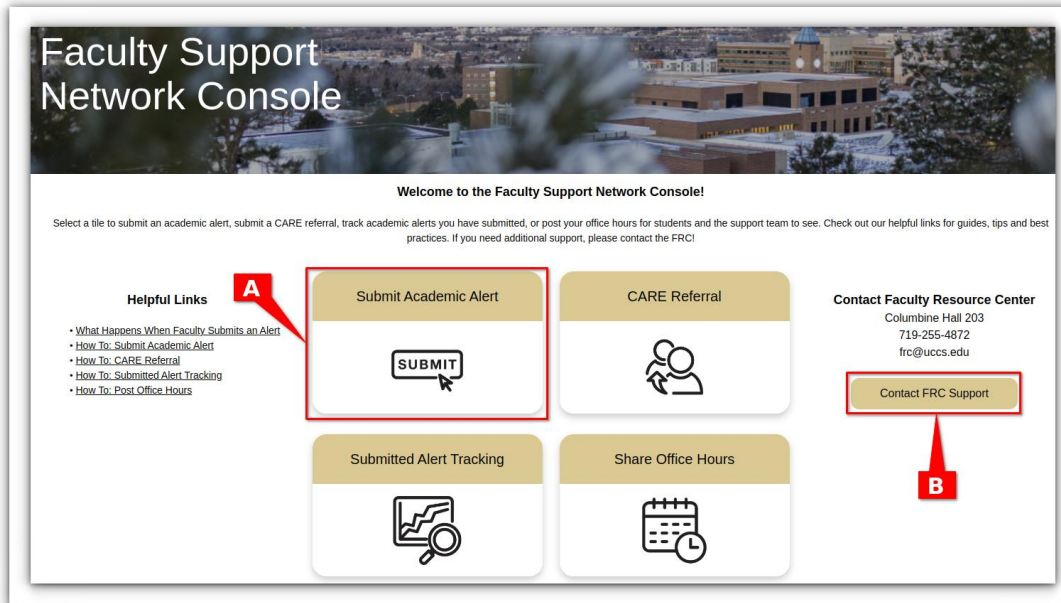**UCCS** University of Colorado
Colorado Springs

Submit Alerts

Faculty Support Network Console

1. Navigate to the Faculty Support Network Console home page:

A. Click the **Submit Academic Alert** tile to submit a variety of alerts in bulk.
B. Click **Contact FRC Support** for support using the Faculty Network Support Console.

2. Select a course from the drop-down menu or click **All My Courses** to view all courses at once.
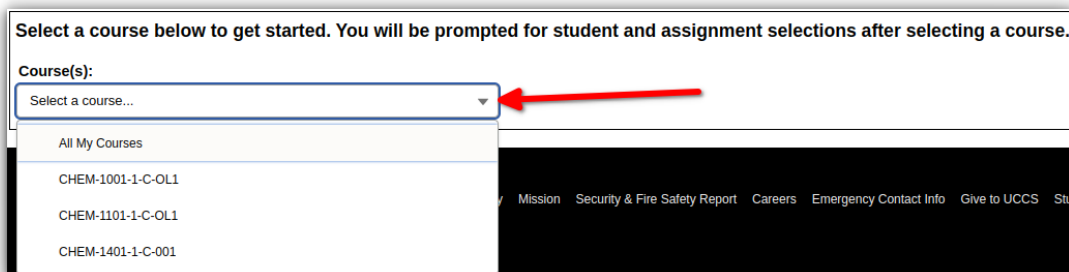
3. Select an individual student from the previously selected course(s) or **All Students** from the drop-down menu that appears after completing course selection.

4. Choose how to filter the results using the new drop-down menu.

A. **No Filter** shows all students based on Course and Student selections in previous steps.
B. **Course Percentage** allows you to filter query results based on current Canvas grade.
C. **Assignment Percentage** offers filtering based on scores for a single assignment.

5. For **Course Percentage** grade filtering:

A. Check the box next to **Good**, **Ok**, and **Poor** to include each range in results.
B. Set the boundaries (percentage as an integer) for Good, Ok, and Poor ranges.

6. For **Assignment Percentage** grade filtering:

A. Check the boxes next to **Good**, **Ok**, **Poor**, and **Missing** to include each range in results.
B. Set the boundaries (percentage as an integer) for Good, Ok, and Poor ranges.
C. Select **All Assignments** or refine results by selecting a single assignment to retrieve student results with Canvas submissions matching selections from A and B.

   Example: Checking the **Poor** and **Missing** boxes, setting the top bound of the **Poor** range to 70%, and selecting an assignment named "Exam Review Quiz" will return only students who scored <70% or do not have a submission for "Exam Review Quiz".

7. Click **Run** to retrieve results for your assembled query.

8. Review student results to view filtered information and select for an academic alert:

A. Check the box in a course information header to select all students for the alert.
B. Select one or more students for the alert by checking the box next to each student name.
C. Click on a student name to expand and show filtered assignment scores (shown above).
D. View a student's current percentage grade in Canvas.
E. Click **Collapse** to collapse the current course information block down to just the header.
F. Graded assignments show up with a percentage score, filtered by previous selections.
G. Missing assignments show up with no score, filtered by previous selections.

NOTE: Course and assignment scores appear in FSNC only if a course uses the Canvas gradebook.

9. Once all desired students are selected, click **Submit Alert(s)**.

10. Select an **Alert Reason** from the drop-down menu.

11. If desired, enter an **Alert Comment** or a **Student Comment**.

A. **Alert Comments** are visible to members of the student's support network only.
B. **Student Comments are visible to the student and their support network.**
C. Click **Submit** to submit the academic alert(s) and comments, if any.