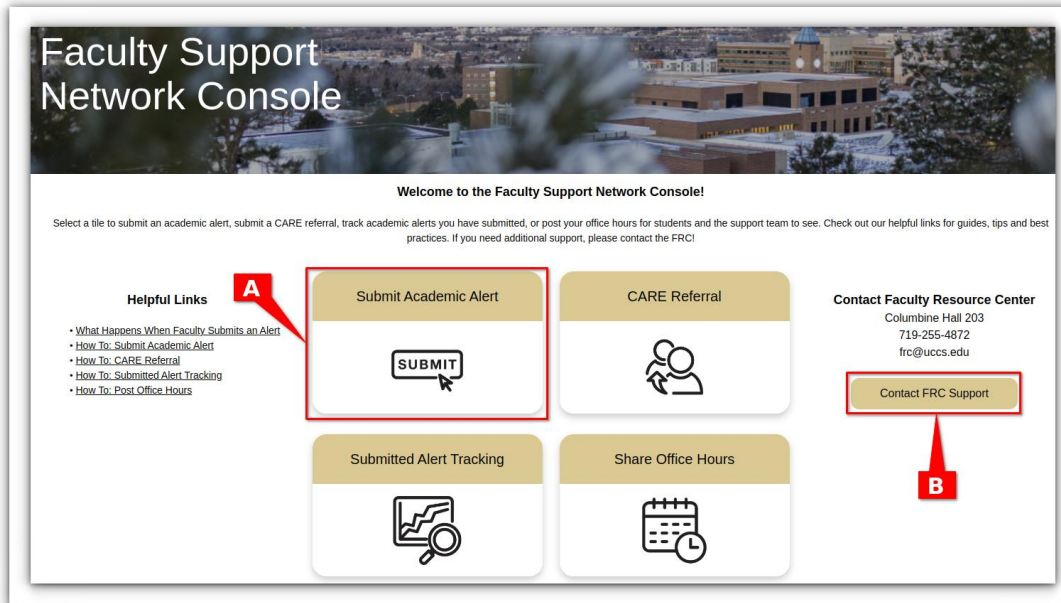


Submit Alerts

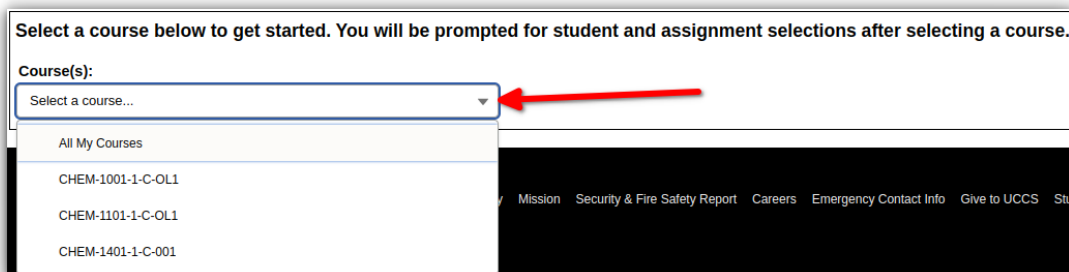
Faculty Support Network Console

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.

Course(s): CHEM-1001-1-C-OL1

Student(s): Select a student...
All Students

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

Course(s): CHEM-1001-1-C-OL1

Student(s): All Students

Filter Grades By:

No Filter, Show All

✓ No Filter, Show All

Course Percentage

Assignment Percentage

Run

Note: Canvas Grades will refresh overnight and the course roster is updated every 3 hours. Contact FRC for support.

- 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:

Filter Grades By: Course Percentage

Good 75% to 100%

Ok 50% to 75%

Poor 0% to 50%

- 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:

The screenshot shows a Canvas course page for CHEM-1001-1-C-OL1. The page header includes a course selection box (A), a course name, a course percentage (D), and a collapse button (E). Below the header is a table with columns for Assignment Name and Assignment Score. The table contains several rows of data, with some rows highlighted in red (F) and others in white (G). The scores range from 0.00 to 29.83.

Assignment Name	Assignment Score
	0.00
	0.00
	9.63
	0.00
	0.00
	9.63
	7.32
	0.00
	29.83
	9.54
	0.53
	24.54

- 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)**.

The screenshot shows a Canvas course page for CHEM-1001-1-C-OL1. The page header includes a course selection box (checked), a course name, and a collapse button. Below the header is a list of students with checkboxes next to their names. The list includes course percentages for each student. At the bottom of the list is a button labeled "Submit Alert(s)".

Student Name	Course Percentage
<input checked="" type="checkbox"/>	Course Percentage: 29.45
<input checked="" type="checkbox"/>	Course Percentage: 45.06
<input checked="" type="checkbox"/>	Course Percentage: 52.93
<input checked="" type="checkbox"/>	Course Percentage: 59.16
<input checked="" type="checkbox"/>	Course Percentage: 65.13
<input checked="" type="checkbox"/>	Course Percentage: 69.94

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

Submit Alert

6 students have been selected.

***Alert Reason**

Select an alert reason...

- In Danger of Failing - Can Pass with Assistance
- Missing Assignments/Not spending enough time in course
- Low Assignment Quality/Score
- Attendance Concern - Unexcused Absences
- Low Test/Quiz Score
- No Show/Has Not Logged In
- See Instructor During Office Hours
- Cannot Pass
- Kudo

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

Submit Alert

6 students have been selected.

***Alert Reason**

In Danger of Failing - Can Pass with Assistance

Alert Comment (Shown to Staff Only)

Lack of submitted assignments, low grades on assignments that have been submitted. Recommending students meet with me to plan for how to elevate scores and create accountability for assignments and/or meet with advisor to discuss options.

Student Comment (Shown to Student)

Please work with me and your advisor to discuss your intentions and plan for the rest of this semester.

Cancel **B** **C** Submit

- 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.