Slate Academic Alert Guide for Instructors
Updated 8/30/2023

Slate Help: For any technical issues with Slate, you can email osustudentsuccess@okstate.edu

Navigate to the Instructor Academic Alert Dashboard

MYOKSTATE: https://my.okstate.edu

Select Faculty tab and then select “Slate for Faculty” in the left table.

Direct Navigation Link: https://slate.okstate.edu/portal/home

Select Faculty Access under the Faculty and Staff icon.
The Instructor Academic Alert Dashboard

Link: https://slate.okstate.edu/portal/alert

This Slate dashboard includes alert instructions, students currently enrolled in your courses, alerts submitted by you in progress, and alerts you have submitted.

(Additional guides linked at the bottom of this portal page)
In each of the views displayed below, the columns are sortable. You can also use the search bar to identify specific students.

- **“My Courses” Tab**

  - All of your students enrolled in classes where you are the primary instructor appear in this list.
  - Clicking the **black “Submit”** button opens the academic alert form for the student. This will navigate you to a Slate form with the student’s information already prepopulated. Please make sure that the student information listed on the form is correct prior to submitting it.

- **“My Class List – Primary” Tab**
  - All of your students enrolled in classes where you are the primary instructor appear in this list.
  - Clicking the **black “Submit”** button opens the academic alert form for the student. This will navigate you to a Slate form with the student’s information already prepopulated. Please make sure that the student information listed on the form is correct prior to submitting it.
• “My Class List – Other” Tab
  o All of your students enrolled in classes where you are assigned as an instructor but are not listed as the primary instructor appear in this list.

![Students Enrolled in My Courses - Other Instructor](image)

• “My Alerts in Progress” tab

![My Academic Alerts in Progress](image)

• “My Submitted Academic Alerts” Tab

![My Academic Alerts](image)
• Submitting an Alert

**Students Enrolled in My Courses – Primary Instructor**

*Your class lists are displayed below for courses where you are the primary instructor.*

*Clicking on a form link will open the form in a new browser with the student’s information. If you need to submit multiple forms, you can navigate to the original tab in your browser where your results have already loaded.*

**Slate Academic Alert Form**

- **Instructor Instructions**
  - This form should only be accessed via your Instructor Academic Alert Portal. The student’s information and course information should be listed below.
  - Please complete the alert details and any notes/comments for the student and advisor to view.
  - Upon submitting this form, an email will be sent to the student informing them of the alert along with the details provided. Additionally, a separate email will inform the student’s primary advisor of the alert along with the details provided.
  - As an instructor, you will receive an update email notification once the advisor has responded to the alert.

**Student Information**

- Preferred Name
- First Name
- Last Name
- Banner ID
- Birthday
- Advisor Name
- Current Academic College
- Academic College Advising Email
- Affiliation

**Course Information**

- Course Name: 6144-PLNT1215-202360
- Course Short Name: PLNT1215
- CRN: 6144-202360
- Instructor Submitting this form: Shireen Huckin
- Instructor Email: Shireen.huckin@okstate.edu

**Alert Reason(s)**

- Required
  - No Evidence of Attendance
  - Excessive Absences
  - Suspended Attendance
  - Poor Quality Work
  - Incomplete

**Comments**

**Advisor Notes and Comments**

**Alert Status**

- In Progress

Click the black “Submit” button to submit an Academic Alert form.

Alert reason(s) and comments will be shared with both the student and their primary advisor, so it is important to be as detailed as possible.
• **Submitting an Academic Alert**
  o Please indicate one or more reasons in the Alert Details section. Descriptions are provided in the form and you may choose as many as appropriate.
  o If you track attendance, enter the current number of absences the student has accumulated up to this point. If you do not track attendance, please leave this field blank.
  o If you indicate that the student has stopped attending your course, please provide the last date of attendance in the field provided (MM/DD/YYYY format).
  o The alert reason(s) and comments will be shared with both the student and their primary advisor so it is important to be as detailed as possible.
  o Complete the alert by clicking the Submit button. Disregard the advisor section of the alert.
  o Upon submission, Slate will send several system-generated emails. a. You will receive a confirmation email with the alert details.
    ▪ An email will be sent to the student with your contact information and encouraging them to contact you and their primary advisor.
    ▪ An email will be sent to the student’s primary advisor with the alert details. If there is no primary advisor assigned, the email will be sent to the student’s primary academic college.
    ▪ Samples of all emails can be found on the instructions tab of the academic alert dashboard.

• **Academic Alert Notes**
  o Alerts can be submitted for the same student multiple times for the same course or different courses. Advisors will receive notification for each submitted alert.
  o OSU employees who serve as primary advisors can access a separate academic alert dashboard with the details of the alerts submitted by instructors.
  o Advisors are notified upon submission of the academic alert.
  o Advisors can add comments and update the alert status.
  o Any update to the original academic alert will send you an email notification with the alert notes and current status.
  o Instructors can also view the advisor comments by selecting the “View Alert” link on the Alerts in Progress and Submitted Alerts tabs on the dashboard.