

Slate Academic Alert Guide for Instructors

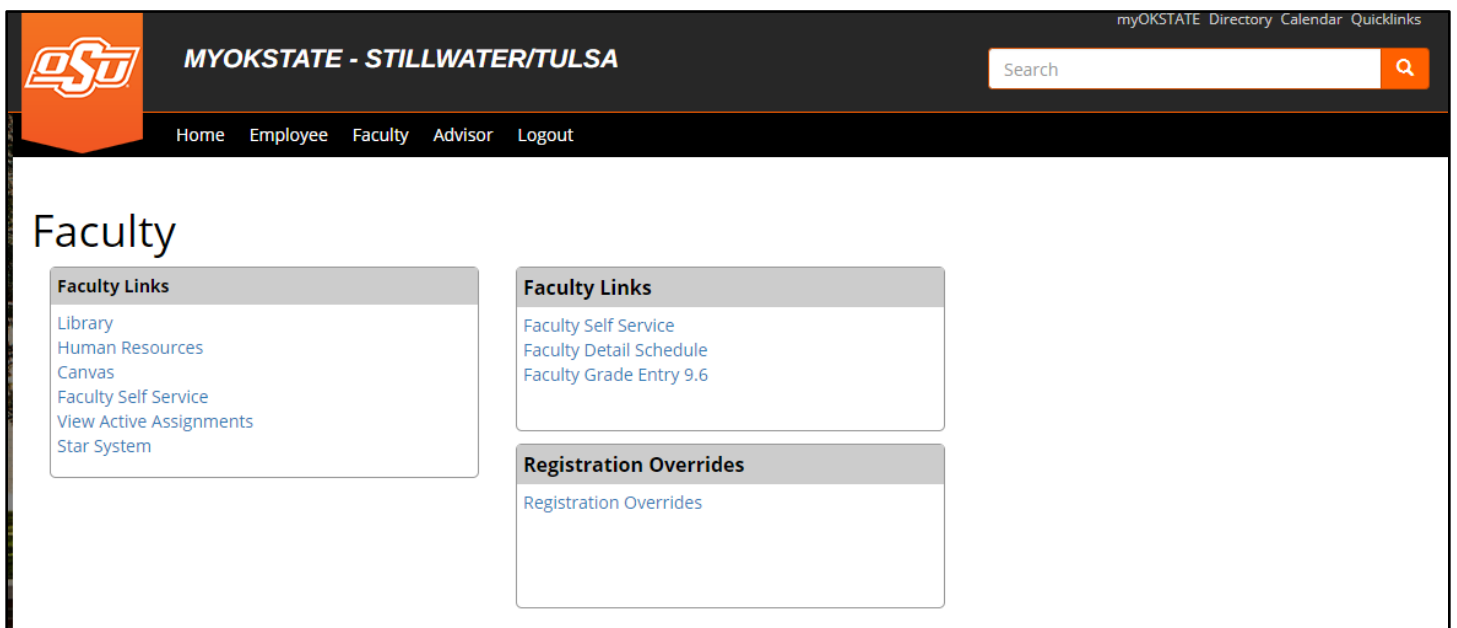
Updated 1/10/2022

About Slate: Slate is a new constituent relationship management (CRM) system being implemented to serve current OSU students. Slate has been utilized at OSU since 2012 for prospective students. Academic alerts are the first of many features being developed in the new instance of Slate. More information will be provided as new functions and features are available.

Slate Help: For any technical issues with Slate, you can email osustudentsuccess@okstate.edu or Dr. David Mariott at david.mariott@okstate.edu.

Navigating to the Instructor Academic Alert Dashboard

1. Log into my.okstate.edu and navigate to your Faculty tab. A link to the new Academic Alert system will be visible.



The screenshot shows the myOKSTATE Faculty dashboard. At the top, there is a navigation bar with the OSU logo, the text "MYOKSTATE - STILLWATER/TULSA", and a search bar. Below the navigation bar, there are links for "Home", "Employee", "Faculty", "Advisor", and "Logout". The main content area is titled "Faculty" and contains three toolboxes:

- Faculty Links**: Library, Human Resources, Canvas, Faculty Self Service, View Active Assignments, Star System.
- Faculty Links**: Faculty Self Service, Faculty Detail Schedule, Faculty Grade Entry 9.6.
- Registration Overrides**: Registration Overrides.

2. The new link will take you to a personalized dashboard in Slate where you can view alert instructions, a list of undergraduate students currently enrolled in your courses, a list of alerts submitted by you in progress, and a list of all alerts you have submitted. The instructions tab includes a link to this document, a video tutorial, and email samples of the system-generated emails used to communicate to instructors, advisors, and students.

Instructions Tab Screenshot

Slate Instructor Academic Alert Dashboard

Instructions My Class List My Alerts in Progress My Submitted Alerts

Welcome David,

The Slate Academic Alert Dashboard serves as a one-stop shop to manage academic alerts for instructors. Academic alerts are a tool to communicate course-specific academic concerns to undergraduate students and advisors for academic improvement. **Historic alerts and current advising information can still be accessed via STAR/GradesFirst [here](#).**

Navigation
The following tabs include additional information:

My Class List - Includes a list of all undergraduate students currently enrolled in at least one of your classes. You can submit academic alerts directly from your class list.

My Alerts in Progress - Displays a list of all academic alerts that you have submitted that have not been resolved by an academic advisor. You can click on any student for additional information about the alert.

My Submitted Alerts - Displays a list of all academic alerts that you have submitted. You can click on any student for additional information about the alert.

Submitting an Alert: To submit a new alert, please view your students on your **Class List** and click on the "Submit Alert" link to navigate to the alert form with the student's information prepopulated in the form. If you cannot find a student, you can also submit the form directly [here](#).

Once you submit a link, you will receive an email notification. An email will also be sent to the student as well as their academic advisor. You will receive an update email notification once the advisor has responded to the alert. For technical questions or assistance, please contact us at osustudentsuccess@okstate.edu

If you are also an Advisor, you can access your Advisor dashboard [here](#).

Useful Links
[Academic Alerts for Instructors Video Tutorial](#)
[Academic Alert for Advisors Instructions](#)
[Sample Instructor Email](#)
[Sample Advisor Email](#)
[Sample Student Email](#)
[Sample Instructor/Advisor Update Email](#)

Class List Tab Screenshot

Slate Instructor Academic Alert Dashboard

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Students Enrolled in My Courses

Use the Search Bar Below to Filter Records:

Name	Banner ID	CRN	Course Name	Days	Location	Link
Testing, Jacob F	A20270833	99999	HESA6233	W	Willard 104	Submit Alert
Testing, Jeremy		99999	HESA6233	W	Willard 104	Submit Alert
Testing, Uca		99999	HESA6233	W	Willard 104	Submit Alert

Alerts in Progress Tab Screenshot

Slate Instructor Academic Alert Dashboard

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My Academic Alerts in Progress

Use the Search Bar Below to Filter Records:

Name	Banner ID	Created	Course	Reasons	Details	Alert Status	Link
Testing, Jacob F	A20270833	07/15/2021	HESA 5343	Cannot Pass with Remaining Coursework	Daniel Tiger is too distracting.	In Progress	View Alert
Testing, Jeremy		07/14/2021		Excessive Absences	Student not attending class.	In Progress	View Alert
Testing, Jacob F	A20270833	07/12/2021	HESA 6233	Poor Quality Work	Too much Paw Patrol!	In Progress	View Alert

Submitted Alerts Tab Screenshot

Slate Instructor Academic Alert Dashboard

Instructions My Class List My Alerts in Progress My Submitted Alerts

My Academic Alerts

Use the Search Bar Below to Filter Records:

Name	Banner ID	Created	Course	Reasons	Instructor Comments	Alert Status	Link
Testing, Jacob F	A20270833	07/16/2021	HESA 6233	Excessive Absences, Stopped Attending	Student no longer attending class.	Resolved - Issue Addressed	View Alert
Testing, Jacob F	A20270833	07/15/2021	HESA 5343	Cannot Pass with Remaining Coursework	Daniel Tiger is too distracting.	In Progress	View Alert
Testing, Jeremy		07/14/2021		Excessive Absences	Student not attending class.	In Progress	View Alert
Testing, Jacob F	A20270833	07/12/2021	HESA 6233	Poor Quality Work	Too much Paw Patrol!	In Progress	View Alert

Submitting an Alert

1. To submit a new academic alert, select the Class List tab to view a list of currently enrolled students in your course(s). Each column is sortable and you can also use the search bar to identify specific students.
2. Once you have identified the student to submit the alert, click the link on the right side of the portal. 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.

Academic Alert Submission Form Screenshot

Slate Academic Alert Form

Jacob Testing (david.mariott@okstate.edu)
Not Jacob Testing? [Click here](#)

[Log Out](#)

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

First Name

Jacob

Last Name

Testing

Banner ID

A20270833

Birthdate

August 24 2001

Advisor Name

David Mariott

Advisor Email

david.mariott@okstate.edu

Current Academic College

College of Engineering, Architecture, & Technology

Athlete

Yes

Course Information

Course Name

HESA 6233 - 001 - Fall 2021

Course Short Name

HESA6233

CRN

99999

Instructor Submitting this Form

David Mariott

Instructor Email

david.mariott@okstate.edu

Academic Alert Details - Undergraduate Students Only

Please indicate one or more reasons below for the academic alert. An academic alert should only be submitted for undergraduate students at this time.

No Evidence of Attendance - No evidence that the student has ever attended class (no assignments submitted, no attendance roster, etc.)

Excessive Absences - Concerns about a student's class attendance. Please indicate the number of absences at the time of alert in the next question.

Stopped Attending - Student has attended some classes but is no longer attending. Please indicate the last date of attendance (MM/DD/YYYY) in the field below.

Poor Quality Work - Quality of student's work is unsatisfactory and may include assignments, quizzes, exams, or other coursework.

Missing Work - Student has failed to complete assignments, quizzes, exams, or other coursework

Cannot Pass with Remaining Coursework - Student's performance is such that it is not possible for the student to earn a passing grade by completing the remaining coursework.

Alert Reason(s)

No Evidence of Attendance

Excessive Absences

Stopped Attending

Poor Quality Work

Missing Work

Cannot Pass with Remaining Coursework

Current Number of Absences

Comments

3. Two sections must be completed prior to submission.
 - a. 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.
 - b. 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.
 - c. 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).
 - d. 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.
4. Complete the alert by clicking the Submit button. Disregard the advisor section of the alert.
5. Upon submission, Slate will send several system-generated emails.
 - a. You will receive a confirmation email with the alert details.
 - b. An email will be sent to the student on your behalf with your contact information and encouraging them to contact you and their primary advisor.
 - c. 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.
 - d. Samples of all emails can be found on the instructions tab of the academic alert dashboard.

Resolving Alerts

1. OSU employees who serve as primary advisors can access a separate academic alert dashboard with the details of the alerts submitted by instructors.
2. Advisor are notified upon submission of the academic alert
3. Advisors can add comments and update the alert status.
4. Any update to the original academic alert will send you an email notification with the alert notes and current status.
5. 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.

Other Notes:

- Dashboard views for students and alerts will reflect the current academic semester.
- 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.
- The academic alert is tied to the student's record in Slate. If the student changes their major and/or academic college, the academic alert follows the student to the new major/college and will be visible to the advising staff in the new college.
- Slate will eventually replace STAR/GradesFirst as the academic advising platform in addition to several other functions. Historic data will be migrated from STAR and stored in Slate.