Slate Academic Alert Guide for Instructors

Updated 8/29/2022

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)
• “My Courses” Tab

![Slate Instructor Academic Alert Dashboard]

- Class lists are displayed by the academic college of your course. If you teach in multiple colleges, you will see multiple tabs (labeled by college).
- Clicking the black or orange “Submit” button opens the appropriate 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 – (College)” Tab

- Class lists are displayed by the academic college of your course. If you teach in multiple colleges, you will see multiple tabs (labeled by college).
- Clicking the black or orange “Submit” button opens the appropriate 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 Academic Alerts in Progress” Tab

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Slate Instructor Academic Alert Dashboard

My Academic Alerts in Progress

<table>
<thead>
<tr>
<th>Name</th>
<th>Banner ID</th>
<th>Created</th>
<th>Course</th>
<th>Reasons</th>
<th>Details</th>
<th>Status</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>08/29/22</td>
<td>MC2033</td>
<td>Missing Work</td>
<td>Ripa has missed two deadlines and now has two zeros on week two of the semester.</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/29/22</td>
<td>MC2033</td>
<td>Excessive Absence, Missing Work</td>
<td>It's week two and Duusan has missed two classes (including the first day). He also has two zeros, even after I gave him a chance to turn in the work late. I'm concerned he will not be able to pass the course at this rate. He's also taking a spot in a full class that a lot of students would like to be in.</td>
<td>In Progress</td>
<td></td>
</tr>
</tbody>
</table>
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• “My Submitted Academic Alerts” Tab

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Slate Instructor Academic Alert Dashboard

My Academic Alerts

<table>
<thead>
<tr>
<th>Name</th>
<th>Banner ID</th>
<th>Created</th>
<th>Course</th>
<th>Reasons</th>
<th>Details</th>
<th>Status</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>08/30/22</td>
<td>ENGL1213</td>
<td>No Evidence of Attendance</td>
<td>Student has never attended.</td>
<td>In Progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/30/22</td>
<td>ENGL1213</td>
<td>No Evidence of Attendance</td>
<td>Student has never attended class and not responded to emails about class.</td>
<td>Resolved - Issue Addressed</td>
<td>Details</td>
</tr>
<tr>
<td></td>
<td></td>
<td>08/30/22</td>
<td>ENGL1213</td>
<td>No Evidence of Attendance</td>
<td>Student has never attended class nor responded to emails about attendance.</td>
<td>In Progress</td>
<td>Details</td>
</tr>
</tbody>
</table>
```

• Submitting an Alert

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Students Enrolled in My Courses

<table>
<thead>
<tr>
<th>Name</th>
<th>Banner ID</th>
<th>CRN</th>
<th>Course</th>
<th>Days</th>
<th>Location</th>
<th>Academic Alert</th>
<th>COVID Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>80765-202260</td>
<td>ENGL1113</td>
<td>TR</td>
<td>Classroom Building 118</td>
<td>Submit</td>
<td>Submit</td>
<td></td>
</tr>
</tbody>
</table>
```

Click the appropriate black or orange “submit” button to submit an Academic Alert or COVID 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**
  - 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.
  - 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.
  - 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).
  - 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.
  - Complete the alert by clicking the Submit button. Disregard the advisor section of the alert.
  - 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**
  - 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.
  - OSU employees who serve as primary advisors can access a separate academic alert dashboard with the details of the alerts submitted by instructors.
  - Advisors are notified upon submission of the academic alert.
  - Advisors can add comments and update the alert status.
  - Any update to the original academic alert will send you an email notification with the alert notes and current status.
  - 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.

• **Submitting a COVID Alert**
  - Faculty can report a student’s self-disclosed positive test directly through Slate. Access your Class List, click on the "Submit COVID Alert" link and then select “Student-reported Positive COVID Test.”
  - This will generate an e-mail from UHS to the student about what they should do next. It is important that the student still fill out the UHS self-report form at [https://uhs.okstate.edu/services/covid-reporting.html](https://uhs.okstate.edu/services/covid-reporting.html).
  - Additionally, if faculty are notified from UHS of a positive case, they can use the COVID alert form to identify students who were potentially exposed to the positive case. Access your Class List, click on the "Submit COVID Alert" link and then select “Classroom Exposure.” **This is an optional step that instructors can complete and is not required.**
  - Close contacts should include the students who sat for at least 15 minutes directly in front, behind, to the left, and to the right of the student in a traditional classroom and any other students you feel were likely within six feet of the student who tested positive. This categorization is consistent with current CDC guidance. The students you identify as close contacts will receive an automated e-mail from UHS with instructions about their next steps. Do not contact the affected students yourself.
  - Instructors can also report their course delivery modality if any changes are made due to COVID.
Slate COVID Alert Form

Instructor Instructions
If you accessed this form via your Instructor Academic Alert Portal, the student's information and course information should be listed below.
Upon submitting this form, an email will be sent to the student informing them of the alert along with the details provided.

Student Information

Course Information
Course Name
A0763-ENGL101-202240
Course Short Name
ENGL101
CRN
A0763-202240

Classroom Covid Case Alert Details - All Students
Please select 1 of the options below.

Student reported Positive Covid Test - a student reported their covid-positive test directly to you. There is no need to submit this if you received the notice from CSU or UH.
Classroom Exposure - A student sat for at least 15 minutes directly in front, behind, to the left, and to the right of the student in a traditional classroom and any other students you feel were likely within six feet of the student who tested positive. This categorization is consistent with current CDC guidance. Do not contact the affected students yourself.

Alert Reason
- Student-reported Positive Covid Test
- Classroom Exposure

What was the student's last date of attendance or date of exposure if known. This helps with quarantine management.

Modality Survey
This is for informational purposes only and is NOT shared with students or used in any communications.
How will the course tied to this student be delivered? If you are submitting multiple alerts for students from the same course, you can skip this for subsequent alerts.

Temporary Modality

Temporary Modality Start Date

Temporary Modality End Date

Once you have submitted your alert, you can close this window and go back to your alert dashboard to make other submissions or updates.

Submit