

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.

MYOKSTATE - STILLWATER/TULSA

Home Employee Faculty Advisor Logout

Faculty

Faculty Links

- Canvas
- Faculty Self Service
- Human Resources
- Library
- Slate for Faculty**

Self-Service Links

- Class List/Roster
- Faculty Detail Schedule
- Faculty Grade Entry
- Faculty Self Service
- Personal Information

Registration Overrides

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

Select Faculty Access under the Faculty and Staff icon.

SLATE

Slate is a comprehensive constituent relationship management (CRM) system that supports the recruitment process for prospective students, as well as the success of current students at Oklahoma State University. Use the directory below to access Slate and the Student Portal. If you would like assistance with certain Slate functionality, you will find resources and training details [here](#).

Students

- Advising Appointments
- LASSO Tutoring
- Student Portal
- Upcoming Events

Faculty & Staff

- UG Administrative Access
- UG Advising Access
- UG Faculty Access**
- GR Admissions Access

Access & Training

Faculty and staff can request access to Slate and sign up for training using the links below. Enrolled students already have access via the Slate Students links on this page and my.okstate.edu.

Request Access

Gain access to Slate based on your role

- [Slate for Undergraduate Admissions](#)
- [Slate for Current Student Success](#)
- [Slate for the Graduate College Admissions](#)

New User Training

Learn to navigate Slate and use general features

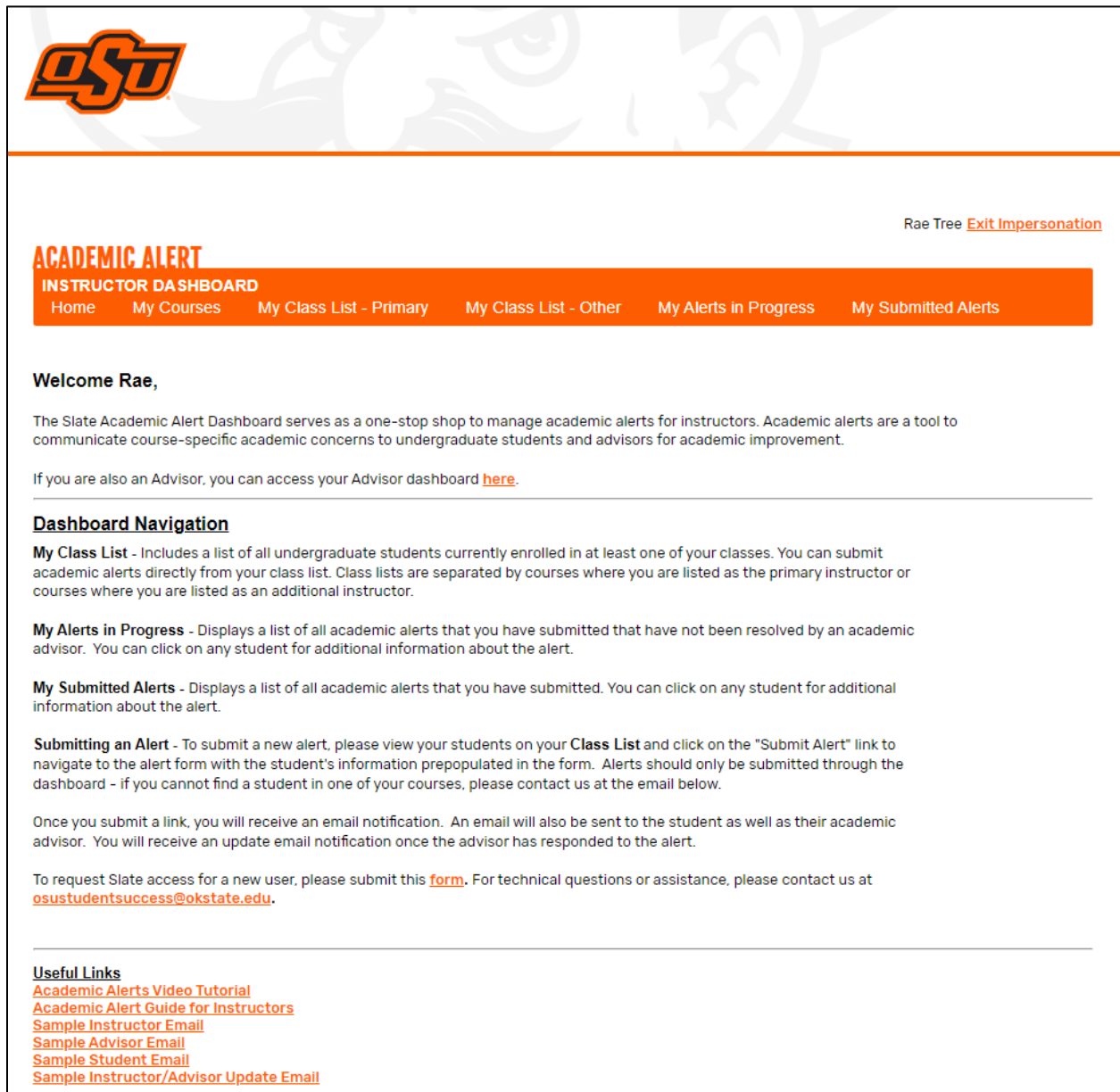
- [Undergraduate Admissions](#)


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)





Rae Tree [Exit Impersonation](#)

ACADEMIC ALERT

INSTRUCTOR DASHBOARD

[Home](#)
[My Courses](#)
[My Class List - Primary](#)
[My Class List - Other](#)
[My Alerts in Progress](#)
[My Submitted Alerts](#)

Welcome Rae,

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.

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

Dashboard Navigation

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. Class lists are separated by courses where you are listed as the primary instructor or courses where you are listed as an additional instructor.

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. Alerts should only be submitted through the dashboard - if you cannot find a student in one of your courses, please contact us at the email below.

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.

To request Slate access for a new user, please submit this [form](#). For technical questions or assistance, please contact us at osustudentsuccess@okstate.edu.

Useful Links

[Academic Alerts Video Tutorial](#)
[Academic Alert Guide for Instructors](#)
[Sample Instructor Email](#)
[Sample Advisor Email](#)
[Sample Student Email](#)
[Sample Instructor/Advisor Update Email](#)

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

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ACADEMIC ALERT

INSTRUCTOR DASHBOARD

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My Courses

CRN	Course	Title	Days	Time	Dates	Term	SSI Completion Rate
63042-202360	MATH1513	College Algebra (A)			08/21/2023 - 12/08/2023	202360	
65536-202360	MATH1513	College Algebra (A)			08/21/2023 - 12/08/2023	202360	
69791-202360	MATH1513	College Algebra (A)	MWF	1:30 PM- 2:20 PM	08/21/2023 - 12/08/2023	202360	
71943-202360	MATH1513	College Algebra (A)	MWF	10:30 AM- 11:20 AM	08/21/2023 - 12/08/2023	202360	
65192-202360	MATH1513	College Algebra (A)	MWF	10:30 AM- 11:20 AM	08/21/2023 - 12/08/2023	202360	

Column Headers for sorting

• “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.

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.

Search Bar

Use the Search Bar Below to Filter Records:

Name	Banner ID	CRN	Course	Days	Location	Academic Alert
		63325-202360	MATH1513	MWF	Math Statistics & Computer Sci 114	Submit
		63325-202360	MATH1513	MWF	Math Statistics & Computer Sci 114	Submit
		63042-202360	MATH1513		Web/Internet Course	Submit
		64598-202360	MATH1513	MWF	North Classroom Building 301	Submit
		64598-202360	MATH1513	MWF	North Classroom Building 301	Submit
		63042-202360	MATH1513		Web/Internet Course	Submit
		64598-202360	MATH1513	MWF	North Classroom Building 301	Submit
		63325-202360	MATH1513	MWF	Math Statistics & Computer Sci 114	Submit
		64598-202360	MATH1513	MWF	North Classroom Building 301	Submit

- **“My Class List – Other” Tab**

- 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

*Your class lists are displayed below for courses where you are assigned as an instructor but are not listed as 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.

Use the Search Bar Below to Filter Records: [Next](#)

Name	Banner ID	CRN	Course	Days	Location	Academic Alert
		61155-202360	MATH1513	TR	Math Statistics & Computer Sci 422	Submit
		65188-202360	MATH1513	MWF	Math Statistics & Computer Sci 114	Submit

- **“My Alerts in Progress” tab**

ACADEMIC ALERT
INSTRUCTOR 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	Status	# Alerts	Alert
		08/30/2023	PLNT1213	No Evidence of Attendance, Missing Work	I just wanted to check in and see if everything was okay. You have not logged into Canvas for PLNT 1213 and you are missing all of the assignments up to this point. Please let me know if there is anything that I can help you with or if you have any questions. -Dr. Haggard	In Progress	7	Details
		08/30/2023	PLNT1213	No Evidence of Attendance, Excessive Absences.	I just wanted to check in and see if everything was okay. At this point you have missed 5 days of class and all of the assignments up to this point. Please let me know if there is anything that I can help you with	In Progress	1	Details

- **“My Submitted Academic Alerts” Tab**

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My Academic Alerts

Use the Search Bar Below to Filter Records:

Name ▼	Banner ID	Created	Course	Reasons	Details	Status	# Alerts	Alert
		08/30/2023	PLNT1213	No Evidence of Attendance, Excessive Absences, Missing Work	I just wanted to check in and see if everything was okay. At this point you have missed 5 days of class and all of the assignments up to this point. Please let me know if there is anything that I can help you with or if you have any questions. -Dr. Haggard	In Progress	1	Details
		08/30/2023	PLNT1213	No Evidence of Attendance, Excessive Absences, Missing Work	I just wanted to check in and see if everything was okay. At this point you have missed 5 days of class and all of the assignments up to this point. Please let me know if there is anything that I can help you with or if you have any questions.	In Progress	1	Details

• Submitting an Alert

Click the **black** "Submit" button to submit an Academic Alert form.

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.

Use the Search Bar Below to Filter Records: [Next](#)

Name	Banner ID	CRN	Course	Days	Location	Academic Alert
		61640-202360	PLNT1213	MWF	Agricultural Hall 101	Submit

Slate Academic Alert Form

Grace Adams (grace.m.adams@okstate.edu)
Not Grace Adams? [Click here](#)

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

Birthdate

Advisor Name

Current Academic College

Academic College Advising Email

Athlete

Course Information

Course Name

Course Short Name

CRN

Instructor Submitting this Form

Instructor Email

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)* *required*

No Evidence of Attendance

Excessive Absences

Stopped Attending

Poor Quality Work

Missing Work

Cannot Pass with Remaining Coursework

Current Number of Absences

Comments

Advisor Notes and Comments - For Advisors Only

Alert Status

Required {

If available →

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.