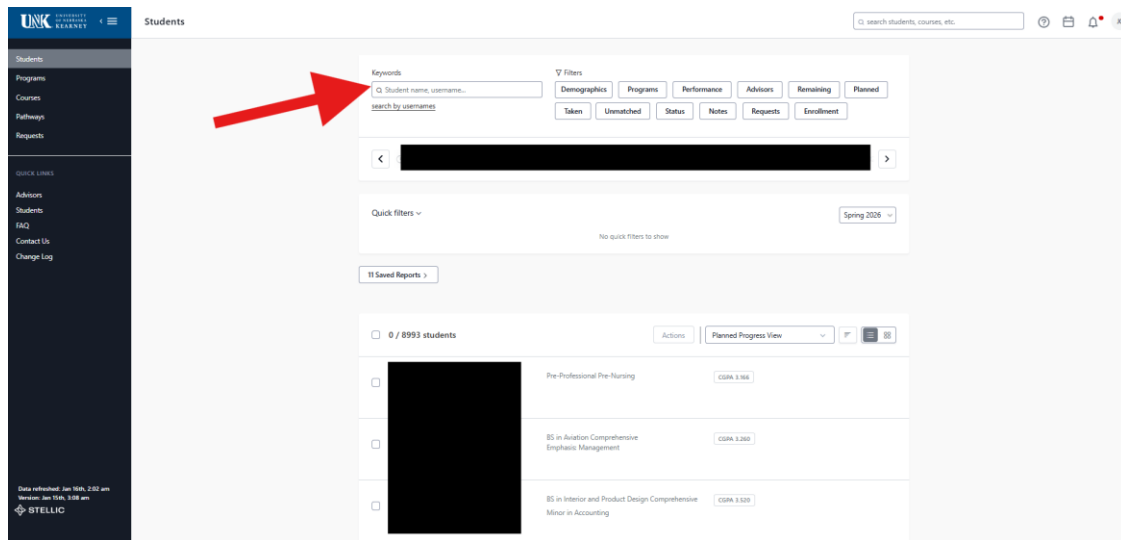


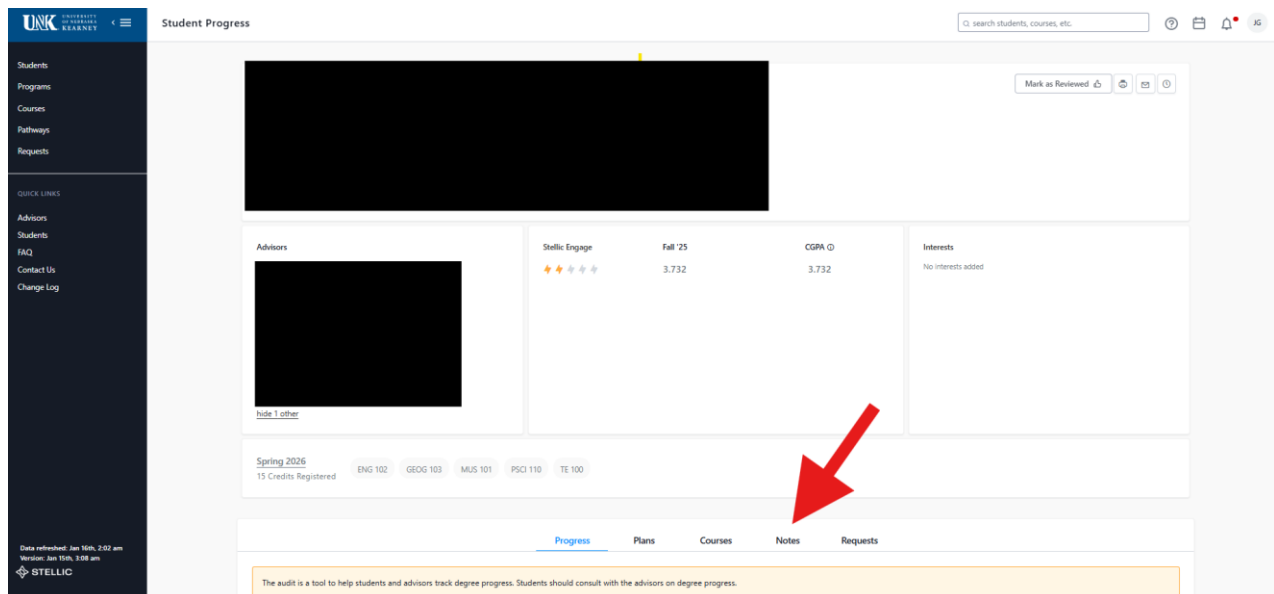
# How to View and Interact with Academic Alerts

*This guide supports advisors and instructors in navigating student academic alerts in Stellic by outlining how to access them and explaining what the information represents, promoting shared awareness and coordinated support for students.*

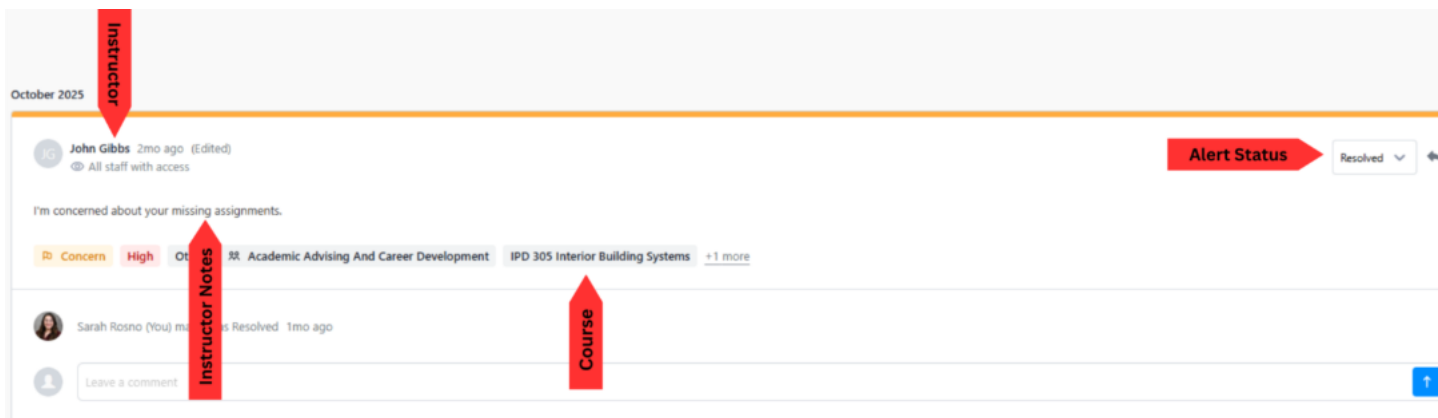
1. Log in to Stellic with your UNK email and password. <https://stellic.unk.edu/>
2. Navigate to the student page you want to view.



3. Select the Notes section.



4. Identify alerts by the yellow tag that says "concern." (see image below)
5. Each alert note includes: the instructor who submitted the alert, instructor notes, alert course, and alert status.



- **Understanding Alert Status:**

- **Resolved:** The student has received support. Check the alert comments to see what support was provided.
- **Unresolved:** Academic Advising and Career Development (AACD) staff have not been able to verify that the student received support. AACD sent general academic support resources through email.
- **Open:** The alert is still active, and AACD is attempting outreach.

6. Click the arrow icon to open the comment box or click directly in the comment area to add a comment.



- **When to Leave Comments:**

- The alert is marked **unresolved**, but you have connected with the student and confirmed they received support for the alert.
- The alert is marked **open**, but you have connected with the student and confirmed they received support for the alert.

**Note:** Comments are visible to Stellic users with access (including AACD staff and instructors). Students cannot view comments.

*Advisors will now receive an email when an advisee receives an academic alert, with a direct link to the report.*

*Additionally, instructors can view and interact with all of their students' notes.*

*For questions, contact Sarah Rosno at [rosnos@unk.edu](mailto:rosnos@unk.edu).*