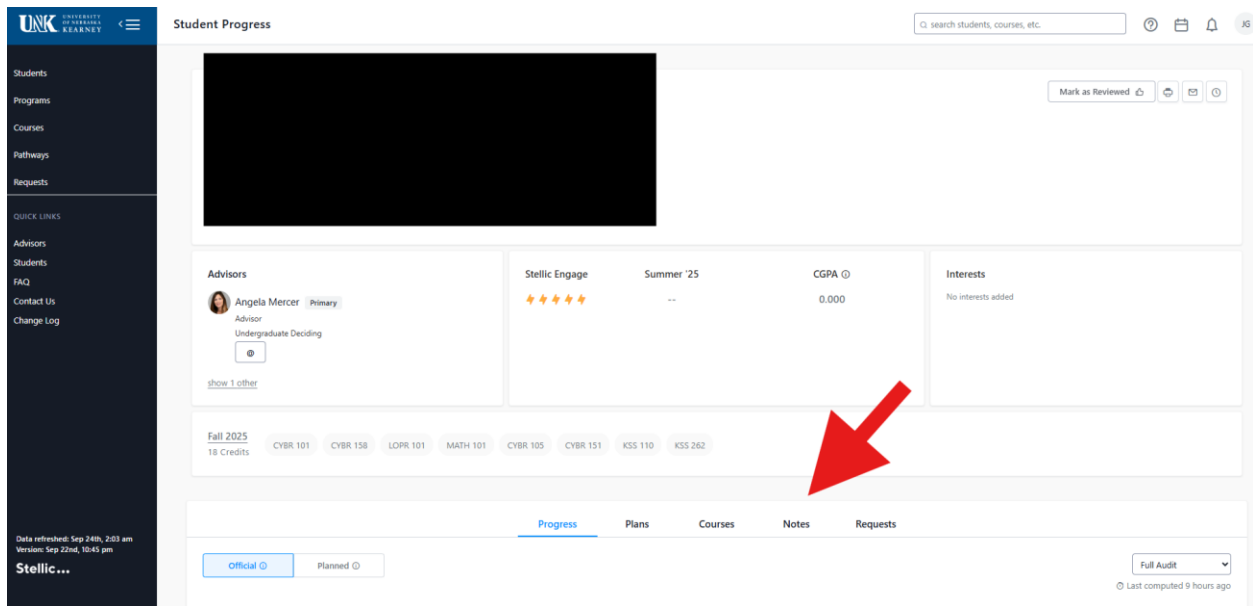


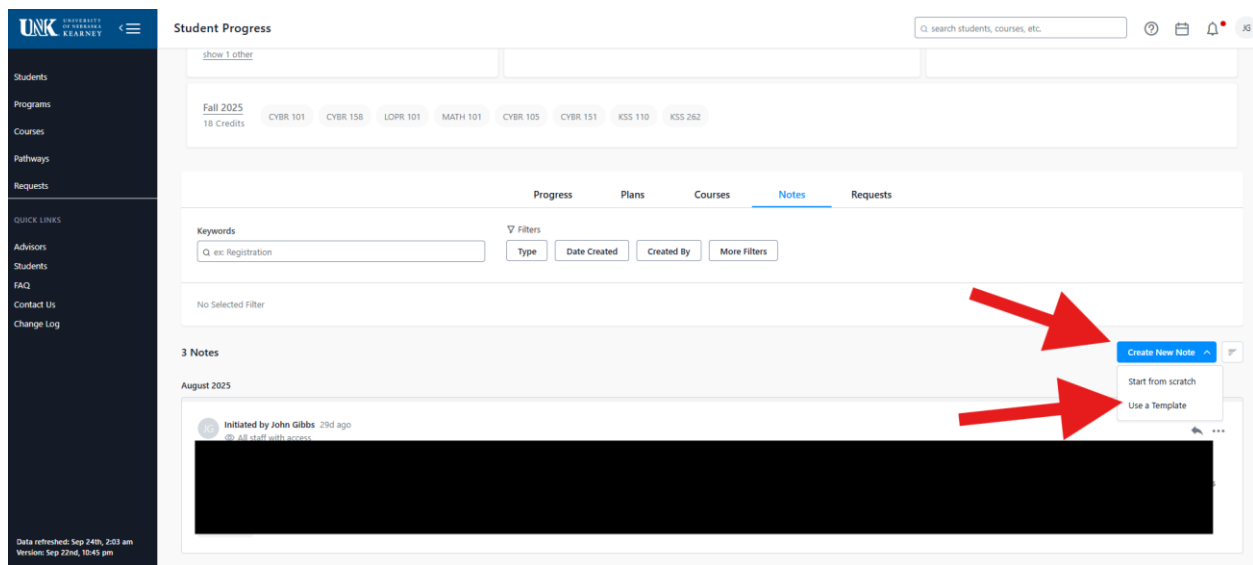
# How to Submit Alerts from Student View

1. From the student view on Stellic, click “notes.”



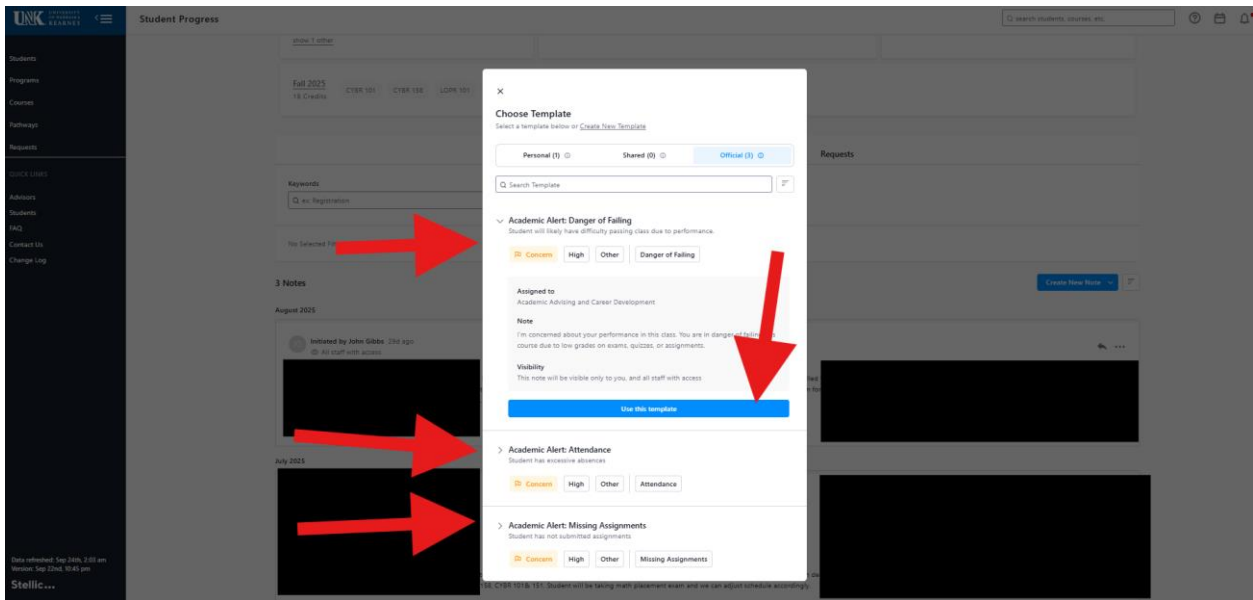
The screenshot shows the 'Student Progress' page for a student. The left sidebar contains navigation options: Students, Programs, Courses, Pathways, Requests, QUICK LINKS, Advisors, Students, FAQ, Contact Us, and Change Log. The main content area displays student information for Angela Mercer, including her advisor (Undergraduate Deciding), Stellic Engage score (4 stars), Summer '25 status, CGPA (0.000), and Interests (None). Below this is a list of courses for Fall 2025 (18 Credits): CYBR 101, CYBR 158, LOPR 101, MATH 101, CYBR 105, CYBR 151, KSS 110, and KSS 262. At the bottom, the 'Notes' tab is selected among Progress, Plans, Courses, Notes, and Requests. A red arrow points to the 'Notes' tab.

2. Then click “create new note,” then click “use a template.”



The screenshot shows the 'Notes' tab selected in the Student Progress page. It displays a search bar for keywords (e.g., Registration) and filters (Type, Date Created, Created By, More Filters). Below the search bar, there are 3 Notes listed. The first note is titled 'August 2025' and was initiated by John Gibbs 29d ago. A red arrow points to the 'Create New Note' button, and another red arrow points to the 'Use a Template' option in the dropdown menu.

3. Select the alert reason and then select “use this template.”



4. Add your course, then click “save.” This will send the alert.

