### How to Submit an Academic Alert in 7 Steps

Step 1: Log into Stellic <u>stellic.unk.edu</u>. Use your NUID and password to log in.

Step 2: Click on the correct course section that the student(s) is enrolled

Students				Q. Search	]	0 🛱
	Keywords Q. Student name, username search by usernames	∀ Filters     Demographics     Pr     Unmatched     Statu	ograms Performance Advisors s Notes Requests Interests	Remaining Planned Taken		
	No Selected Filter, Sorted By Last Name					
	Quick filters ~			Fall 2024 v		
	All students that you teach 33 students	LNSK 103 Foundations for Learning 33 students	LNSK 103 + 06 Foundations for Learning TR 11:00am - 12:15pm 17 students	WKF 103 + 01 Foundations for Learning MVF 10:10am - 11:00am 16 students		

Step 3: Select the student(s) you would like to submit an academic alert for

1 / 17 s	tudents	Actions Progress Snapshot v 🗐 🗐 🐯
	BS in Astronomy	CGPA 3.500 Taken: 9 Planned: 14 Unplanned: 105 P MILESTONES/OTHER Taken: 1
	Pre-Professional Radiologic Technol	CGPA 0.000 CREDITS Taken: 6 Planned: 14 Unplanned: 102 P MILESTONES/OTHER Unplanned: 1

# Step 4: Select "Actions", then "Leave note using template for # students"

1/4 students		Actions Progress Snapshot ~	
	BAED in Elementary Education Field K-6 Endorsement	Print Audit Report Generate Report For 1 Student Send Message To 1 Student Leave Note For 1 Student	planned: 110
		Leave Note Using Template For 1 Student     Create Or Update Manual Report With 1 Student	

### Step 5: Select the academic alert reason. There are 3 options.

×
LEAVE NOTE FOR STUDENTS
A My Templates These templates are only visible and accessible to you.
No Templates Found
Official Templates Standard templates provided by the institution for your use.
Academic Alert: Danger of Failing Student will likely have difficulty passing class due to performance.
D Academic Alert: Attendance >
D Academic Alert: Missing Assignments > Student has not submitted assignments
Close

## Step 6: Select "**Use This Template**" and do not change any details of the template, especially the "tag".



#### Step 7: You must add your course (e.g., BIOL 106) and select "send."

If you skip this step, the student or advisor won't know which class the alert refers to.

	this note.
×	Category
	🖉 General Note 🗄 Log a Meeting 🕜 Give Kudos 🏳 Share a Concern
Leave Note for 2 students	≪8 Add a Referral
This note will be posted for 2 selected students. Do not include student names or personal information in this note.	
	Reason Severity Assign to O
Category	Other V High V John Gibbs X
	Note
ିଙ୍କ Add a Referral	I'm concerned about your performance in this class. You are in danger of failing this course
	due to low grades on exams, quizzes, or assignments.
Reason Severity Assign to ①	
Other ~ High ~ John Gibbs ×	
	Q (
Note	
I'm concerned about your performance in this class. You are in danger of failing this course	145 out of 10000 characters
due to low grades on exams, quizzes, or assignments.	+add attachment
	Tags
	Danger Of Failing ×
06	
	Course Code
145 out of 10000 characters	Q Biol
+add course or attachment	PIOL 102 Environmental Biology
Nags	BIOL 100 Classroom Biology
Danger of Failing x	BIOL 827 Biological Statistics
X	BIOL 863 Biological Perspectives
	BIOL 870 Insect Biology
	BIOL 823 Environmental Biology
This note will be visible only to you and all staff with access (change)	BIOL 470 Insect Biology
	BIOL 834 Conservation Biology
Send	
	Visionity •
	I his note will be visible only to you and all statt with access (change)

You are done. AACD will communicate with the students. Advisors can find instructions on which of their advisees has an academic alert by clicking <u>here</u>.