

How to Submit an Academic Alert in Stellic

Updated June 2026

Step 1: Log into [Stellic](#) using your NUID and password.

Step 2: Using the quick filters that are in Home or the Students tab, click on the specific course and section to identify the student(s) enrolled.

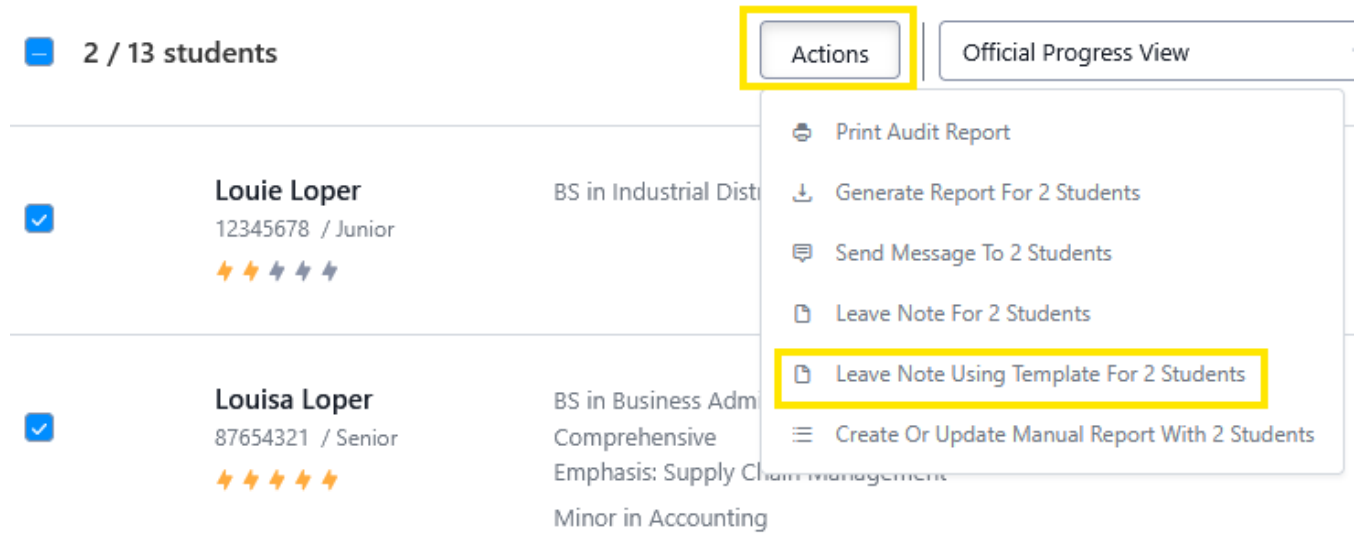
The screenshot shows the Stellic dashboard with a 'Welcome, Louie!' header. Below the header, there are several report cards. The 'Quick Filters (4)' button is highlighted with a yellow box. The 'All students that you teach' report shows 43 students. The 'CJUS 102 • 01 Crime, Democracy and Justice' report shows 27 students and is highlighted with a yellow box. The 'CHEM 161L • 01 General Chemistry Laboratory' report shows 13 students. The 'CHEM 161 • 01 General Chemistry' report shows 16 students.

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

The screenshot shows a list of students. The '2 / 13 students' indicator is highlighted with a blue box. The 'Actions' button is highlighted with a blue box. The 'Official Progress View' dropdown menu is highlighted with a blue box. The 'Louie Loper' student entry is highlighted with a yellow box. The 'Louisa Loper' student entry is highlighted with a yellow box.

Student	Program	CGPA
<input checked="" type="checkbox"/> Louie Loper 12345678 / Junior ★★★★★	BS in Industrial Distribution Comprehensive	CGPA 3.485 ▲
<input checked="" type="checkbox"/> Louisa Loper 87654321 / Senior ★★★★★	BS in Business Administration Comprehensive Emphasis: Supply Chain Management Minor in Accounting	CGPA 3.607 ▲

Step 4: Select the “Actions” button, then “Leave Note Using Template for 2 Students”



The screenshot shows a user interface for managing students. At the top left, there is a blue square icon with a minus sign and the text "2 / 13 students". To the right, there are two buttons: "Actions" and "Official Progress View". The "Actions" button is highlighted with a yellow border. Below these buttons is a list of two students, each with a blue checkmark in a square to their left. The first student is Louie Loper, with ID 12345678, Junior, and a 4-star rating. The second student is Louisa Loper, with ID 87654321, Senior, and a 5-star rating. To the right of the student names is their degree information. A dropdown menu is open from the "Actions" button, listing several options: "Print Audit Report", "Generate Report For 2 Students", "Send Message To 2 Students", "Leave Note For 2 Students", "Leave Note Using Template For 2 Students" (highlighted with a yellow border), and "Create Or Update Manual Report With 2 Students".

2 / 13 students

Actions Official Progress View

Louie Loper 12345678 / Junior BS in Industrial Dist
★★★★

Louisa Loper 87654321 / Senior BS in Business Adm
Comprehensive Emphasis: Supply Chain management
Minor in Accounting
★★★★★

- Print Audit Report
- Generate Report For 2 Students
- Send Message To 2 Students
- Leave Note For 2 Students
- Leave Note Using Template For 2 Students
- Create Or Update Manual Report With 2 Students

Step 5: Select the academic alert reason, there are 3 options for specific use.

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Choose Template

Select a template below or [Create New Template](#)

Personal (0) ⓘ

Shared (0) ⓘ

Official (4) ⓘ

Q Search Template



> Academic Alert: Danger of Failing

Student will likely have difficulty passing class due to performance.

Concern

High

Other

Danger of Failing

> Academic Alert: Attendance

Student has excessive absences

Concern

High

Other

Attendance

> Academic Alert: Missing Assignments

Student has not submitted assignments

Concern

High

Other

Missing Assignments

Step 6: Select “Use This Template” to add any additional information to the note.

▼ Academic Alert: Danger of Failing

Student will likely have difficulty passing class due to performance.

Concern

High

Other

Danger of Failing

Assigned to

Academic Advising and Career Development

Note

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.

Visibility

This note will be visible only to you, and all staff with access

Use this template

Step 7: You must link the specific course (e.g., ITEC 353) and select “Save.” If you skip this step, the student or advisor won't know which class the alert refers to. Do not change any additional details of the template, especially the “tag”

The screenshot shows the 'Leave Note for 2 Students' form. At the top, there is a title and a note: 'This note will be posted for 2 selected students. Do not include student names or personal information in this note.' Below this, there are sections for 'Type' (with buttons for General, Meeting, Kudos, Concern, and Referral), 'Reason' (Other), 'Severity' (High), and 'Assignee' (Academic Advising and Career Development). The 'Note' field contains the text: '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.' Below the note field, there is a character count '145 out of 10000 characters' and a yellow box around the '+ Link Courses' button. Underneath, there is a 'Tags' section with a search bar containing 'Danger Of Failing' and a 'View All' link. At the bottom, there is a 'Visibility' section and a large blue 'Save' button.

This screenshot shows the same 'Leave Note for 2 Students' form, but with the 'Courses' dropdown menu open. The dropdown menu is highlighted with a yellow border and contains the following options: 'ITEC 353', 'ITEC 353 Industrial Distribution Branch Operations', and 'ITEC 353H Industrial Distribution Branch Operations'. The 'ITEC 353' option is selected. The rest of the form, including the note text and the 'Save' button, is identical to the previous screenshot.

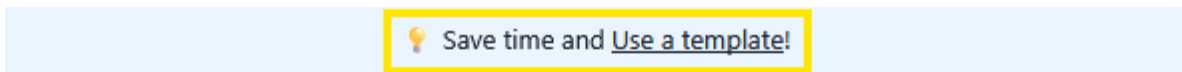
You are done. AACD will communicate with the students. Advisors can find instructions on which of their advisees have academic alerts [Learn more about this process.](#)

Method Two: Create an Academic Alert from the [Advisor Home](#).

Step 1: From the Home dashboard, click on the “Quick Actions” button, and select “Concern”.



Step 2: From the blank note, click the “Use a Template!” link at the top of the note form.



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Leave Note for Student

This note will be posted for selected students. Do not include student names or personal information in this note.

Step 3: Choose the specific template needed. The rest of the steps are the same as above.

