# How to Submit Referrals in the YC SAGE/Early Alert System

The SAGE Early Alert system allows faculty to easily and quickly create electronic progress reports and referrals. SAGE is an add-on to TutorTrac, the program already used to track student use in the tutoring centers and other student services. SAGE allows you to respond electronically to requests for attendance and other reports or to submit a referral for your students at any time. The tutoring centers, counselors, and others check SAGE reports regularly for new referrals and to determine what, if any, follow-up is needed.

Your access to SAGE is linked from your MyCampus page. Once you have logged into MyCampus, look for Portal Links/YC/TutorTracSAGE.
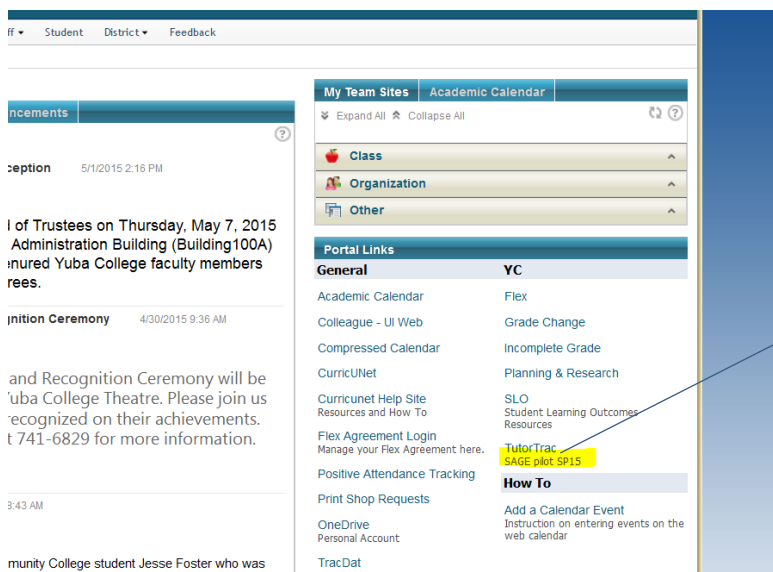

The TutorTrac SAGE (Early Alert) link for faculty

When you click this link, it takes you to the TutorTrac log in page. *Your TutorTracSAGE log-in is synched to your MyCampus sign-in. NO NEW PASSWORDS!*
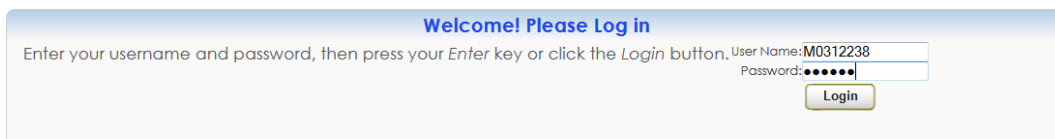
When you sign in, your current courses and student rosters appear at the left. The names of referrals currently pinned to the rosters (in this example, a progress report and a tutoring recommendation) appear below each course.
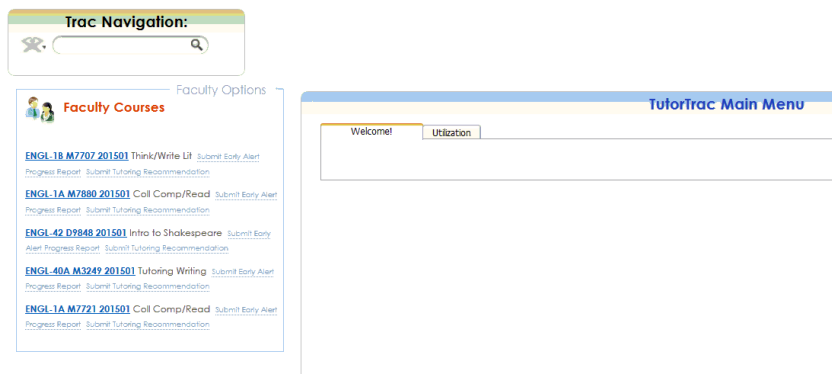
FYI, other referrals are available though they are not necessarily pinned to the roster. Four referrals are available:

- A simple two-week attendance report (number of absences—used by EOP&S and CalWorks)
- A progress report (number of absences, grade to date, passing or not, completeness of work, and recommended actions—used by EOP&S, CalWorks, athletics, or any instructor)
- A tutoring referral (for math, English, or other content—satisfies Title V requirements for instructors to recommend students to tutoring)
- An activities recommendation (for student groups and activities such as speech team, MESA, student publications, or on-campus tutoring jobs)

To create referrals, click on the type of referral you want to create. Your roster will load with that referral enabled; just go down your student list and create referrals by checking the appropriate boxes and entering brief comments if desired. Here is a progress report ready to complete and submit:

To create a tutoring recommendation (required by Title V for *every student* who signs in to a tutoring center), click on Tutoring Recommendation, select at least one reason on the left, and the appropriate tutoring center on the right:

(Remember that the writing center [WLDC] works with writing across disciplines so even if you don't teach English, you may still want to refer your students to the WLDC.)

Submission of a SAGE referral immediately generates an e-mail to the student containing the information you have submitted. The e-mail will come from you, and the student will be able to reply to you. A sample of a student SAGE notification appears below:
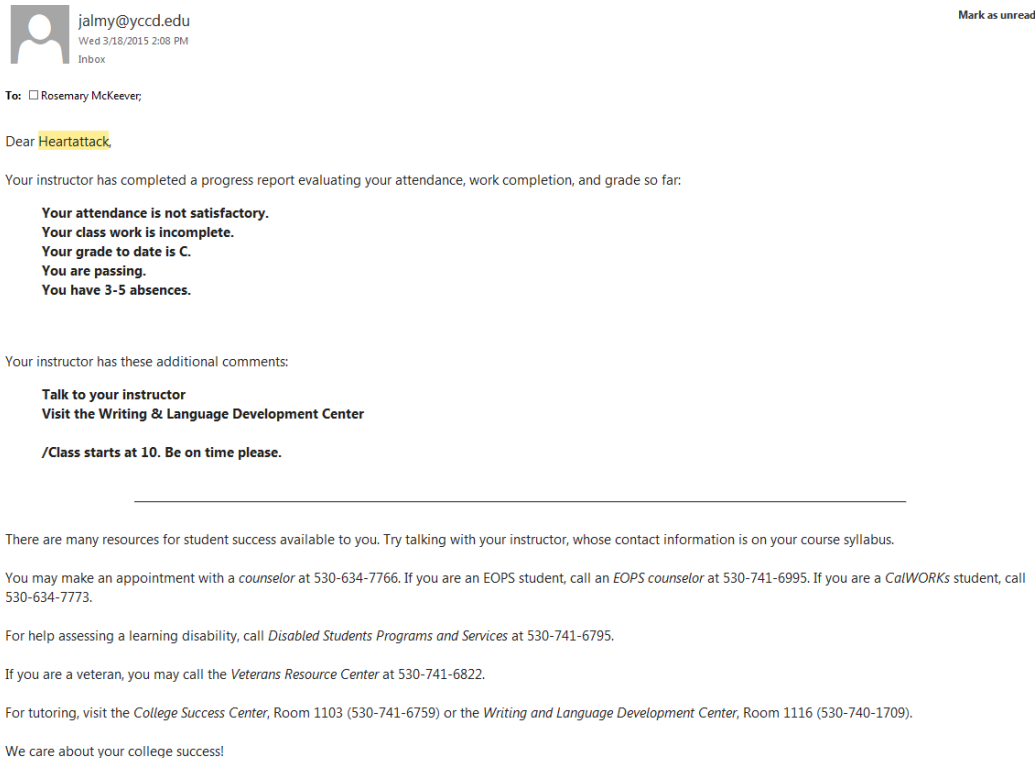
You will not receive specific confirmation that your referral(s) have been successfully submitted, but if necessary you can check individual students. Click a course name to see its roster, and then click a student to see the Student Entry box. The SAGE tab will show all referrals submitted for this student.

The SAGE tab shows submitted referrals
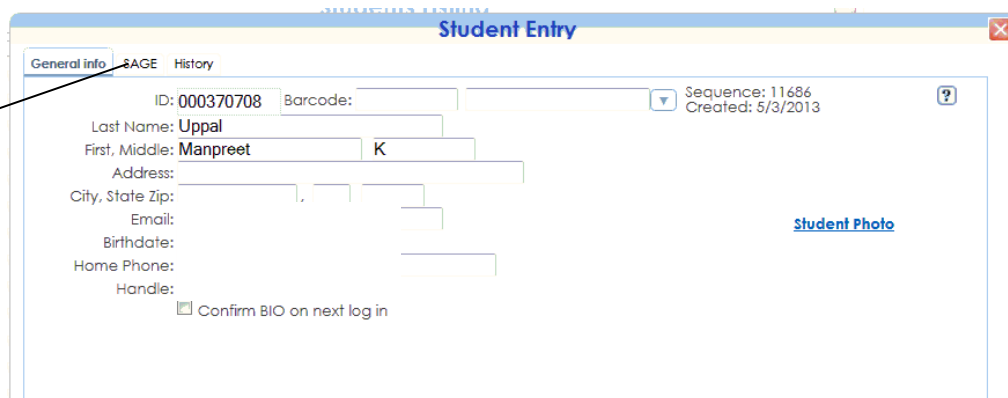
Once a referral has been submitted, you don't have access to it or to the body of submitted referrals. If you need to check on a referral or group of referrals after submission, ask someone who has access to SAGE reports in TutorTrac—for example, Georganna O'Keefe-Schwering in counseling, Quy Bui in the CSC, or Rosemary McKeever in the WLDC (and there may be others).

This is what a SAGE report looks like:

Homer, Heartattack	Early Alert Progress Report Tolentino, Salvador	2/13/2015 POLSC-1 T7690 201501	Your class work is incomplete.	Talk to your instructor
			Your grade to date is F.	Talk to a counselor
			You are not passing.	Visit the College Success
			You have 6+ absences.	Center
				Visit the Writing & Language
				Development Center
Homer, Heartattack	Early Alert Progress Report Tolentino, Salvador	2/13/2015 POLSC-1 T7690 201501	Your attendance is satisfactory.	Talk to your instructor
			Your class work is complete.	
			Your grade to date is A.	
			You have 0 absences.	

Tutoring center staff will check regularly for submitted Tutoring Recommendations and follow up with students referred to them. EOP&S and CalWorks counselors will check attendance and progress reports, following up as needed. Athletics and Veterans' services can do the same for their students.

Also in the case of Tutoring Recommendations, the electronic forms will be archived to satisfy the Title V requirement that instructors refer students for tutoring based on an identified need.

Why Early Alert?
The SAGE Early Alert module was approved for purchase by the Academic Senate in spring of 2014 to facilitate "intrusive" counseling and better coordination among programs.

In *Basic Skills as a Foundation for Student Success in California Community Colleges* (2007), the Research and Planning Group for California Community Colleges points out that coordinating academic programs with intrusive counseling is more effective with at-risk students than more passive counseling practices (citing Maxwell, 1997a, 12). Boylan and Saxon (2002) found that counseling alone doesn't strongly impact student success, and that counseling integrated into academic programs is more effective, especially for developmental and at-risk students.

As the use of Early Alert widens on our campus, we hope that we can focus more on preventing crises than on having to resolve them. Early Alert is our beginning effort toward integration that can enable our academic programs and our counseling services to "talk" better together.

Once you get the hang of it, show a colleague how to do it! Questions? Ask Georganna O'Keefe-Schwering, gokeefe@yccd.edu.