HOW TO SUBMIT
EARLY ALERT NOTIFICATIONS

INTERVENE EARLY! SEND AN ALERT!

The SAGE Early Alert system allows faculty to easily and quickly create electronic progress reports and referrals. **Early Alert is a referral system that allows instructors to share concerns about students with counselors and staff in a confidential environment**.

Faculty can catch and act on warning signs early so students can get the help they need to succeed. By identifying concerns about students, they may be connected with key campus professionals who can:

-Address struggles or situations outside of the classroom
-Effectively match solutions to address their needs
-Provide options and resources to support student success

SAGE Early Alert 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 student services programs check SAGE reports regularly for new referrals and to determine what, if any, follow-up is needed.
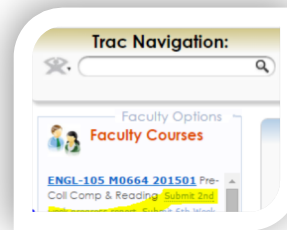
Step 1 Visit yc.yccd.edu
Click on **Faculty and Staff** (upper left-hand side)
Scroll down, find Academics and click
Early Alert & Intervention Programs
OR
Direct Link:
http://yubacollege.tutortrac.com/TracWeb40/Default.html
OR
There is also a page on the Yuba College website with FAQs
https://yc.yccd.edu/about/early-alert-intervention-programs/

Academics

- Academic Employee Handbook
- Authorized Student Absence for Approved Activities Form
- Canvas Learning Management
- Catalog, Class Schedule and Academic Calendar
- Compressed Calendar
- Curriculum Committee
- CurricUNET - Search active records - no login needed
- Early Alert & Intervention Programs
- Educational Master Plan

Step 2 After clicking on the Early Alert & Intervention Programs or either of the links, click **Log in:**
Username and Password will be the same as your login.yccd.edu login.

Step 3 On the left hand side, under **Faculty Courses**
Click a **course** (*wait for next screen*)
Click on **student ID** (*wait for next screen*)
Click on **SAGE** (middle button, *wait for next screen*)
Click on **New** (under student name)
Choose appropriate **Referral Type** in drop down box.
-Kudos Notification (Student receives Email)
-2nd Week Attendance (Student Services programs access reports)
-4th Week Early Alert (Student receives email and Student Services programs access reports)
-10th Week Early Alert (Student receives email and Student Services programs access reports)
-Confidential Notification (Student Services designee receives notice)

Trac Navigation:

Faculty Options
Faculty Courses
ENGL-105 M0664 201501 Pre-Coll Comp & Reading Submit 2nd

Step 4 Final Step:

Click Submit when you are finished with this course, and return to the Faculty Courses page to repeat the process for another course.

NOTE: You will not receive specific confirmation that your referrals have been successfully submitted, but you can check on individual students. Click your course name to load its roster, and then click a student's ID number to see the Student Entry box. The SAGE tab will show *your* referrals submitted for this student.

PLEASE ✓ ALL THAT APPLY

Kudos Notification

Reasons:
- ☐ Demonstrates high academic achievement
- ☐ Works collaboratively
- ☐ Shows particular talent or drive

Recommendations:
Call the numbers below to learn how to take part in these activities
- ☐ Apply to be a content area tutor (CSC 530-741-6759)
- ☐ Apply to be an English tutor (WLDC 530-740-1709)
- ☐ Apply to be a math tutor (CSC 530-741-6759)
- ☐ Apply to join Math & Engineering Student Achievement (MESA 530-741-6986)
- ☐ Join the speech team (Suzanne Ruckle 530-741-6941)
- ☐ Work with student publications (Kiara Koenig 530-741-1751)

Comments (visible to student): _____

2nd Week Attendance Notification

Reasons:
Number of absences:
- ☐ 0 absences
- ☐ 1 absence
- ☐ 2 absences
- ☐ 3 absences
- ☐ 4+ absences

4th and 10th Week Early Alert Notification

Reasons:
- ☐ Your attendance is satisfactory.
- ☐ Your attendance is not satisfactory.
- ☐ Your class work is complete.
- ☐ Your class work is incomplete.
- ☐ You do not participate in class.
- ☐ You seem distracted in class.
- ☐ You have late, missing, or poor quality assignments.
- ☐ You have low quiz or exam scores.

Grade to date
- ☐ Your grade to date is A.
- ☐ Your grade to date is B.
- ☐ Your grade to date is C.
- ☐ Your grade to date is D.
- ☐ Your grade to date is F.
- ☐ You are passing.
- ☐ You are not passing.

Number of absences:
- ☐ You have 0 absences.
- ☐ You have 1-2 absences.
- ☐ You have 3-5 absences.
- ☐ You have 6+ absences.
- ☐ Your attendance or grades have dropped suddenly.

Recommendations:
- ☐ Talk to your instructor.
- ☐ Talk to a counselor.
- ☐ Visit the College Success Center.
- ☐ Visit the Writing & Language Development Center.
- ☐ Talk to your coach.

Confidential

Reasons:
- ☐ Needs housing (urgent).
- ☐ Needs food (urgent).
- ☐ May be experiencing food or housing insecurity.
- ☐ May be experiencing emotional distress.
- ☐ May be experiencing addiction issues.
- ☐ May be experiencing domestic abuse.
- ☐ Other (please explain).

Sample Email student receives

Your instructor has completed a progress report evaluating your attendance, work completion, and grade so far:

Your attendance is not satisfactory.
Your class work is incomplete.
Your grade to date is C.
You are passing.
You have 3-5 absences.

Your instructor has these additional comments:

Talk to your instructor
Visit the Writing & Language Development Center

/Class starts at 10. Be on time please.

_____

There are many resources for student success available to you. Try talking with your instructor, whose contact information is on your course syllabus.

You may make an appointment with a *counselor* at 530-634-7766. If you are an EOPS student, call an *EOPS counselor* at 530-741-6995. If you are a CalWORKs student, call 530-634-7773.

For help assessing a learning disability, call *Disabled Students Programs and Services* at 530-741-6795.

If you are a veteran, you may call the *Veterans Resource Center* at 530-741-6822.

For tutoring, visit the *College Success Center*, Room 1103 (530-741-6759) or the *Writing and Language Development Center*, Room 1116 (530-740-1709).

We care about your college success!

Sample Report pulled from Student Services programs

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