JagAlert Faculty Feedback Instructions, Fall 2015

JagAlert is an academic alert system that provides faculty with a tool for requesting outreach for students whose performance or behavior merits concern. The reporting feature is open for all undergraduate students. Faculty submit alerts in PAWs, and student may also view alerts in PAWs. Student Academic Success will review alerts weekly, and reach out to students as indicated. This system is open from the first week of term through week 13.

Log in to PAWS

1. Select Faculty Services

   **Faculty Services**

   Term Selection  
   CRN Selection  
   Faculty Detail Schedule  
   Faculty Schedule by Day and Time  
   Detail Class List  
   Summary Class List  
   JagAlerts  
   Final Grades  
   Registration Add/Drop  
   Student Menu  
   Display student information; View a student’s schedule; Process a student’s registration.

   Advisor Menu  
   View a student’s transcript; View a student’s grades.

   RELEASE: 8.5.3

2. Select JagAlert

3. Select Enter JagAlerts for another course

   **JagAlerts Roster**

   Enter JagAlerts for another Course

   RELEASE: 8.5.3
4. This page has all your courses. Select your course. The number of registered students is your entire roster for the class.

5. Select the class for which you want to provide feedback. In this example, I selected the FYE-MythBusters (LC) CAS 100-118.

You will have a list of all students in your class (in this case, I blocked out their names). All students in 100-400 level courses should have monitored beside their names.

6. Select the arrow to the left, in the column “Show/Hide.” This will provide student data for feedback. Below is a sample screen.
7. Provide feedback on students of concern. Select any issues and recommendations you consider appropriate. The options for Fall 2016 may not be identical to those in this example. You are also welcome to enter comments. As with final grades, click Submit on a regular basis. When students log in to PAWS, they will see your feedback for each class.

<table>
<thead>
<tr>
<th>Show/Hide</th>
<th>Record Number</th>
<th>Student Name</th>
<th>ID</th>
<th>Faculty Feedback Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Denard, Abigail K.</td>
<td>00444013</td>
<td>Monitored</td>
</tr>
</tbody>
</table>

Select any issues that apply

- Keep up the good work.
- Attend academic success workshops. For schedule of workshops see http://www.southalabama.edu/academicsuccess/pdf/academicoachworkshops2012.pdf
- Please see your instructor for this course.
- Poor Attendance and/or Performance
- Seek academic assistance at JagSuccess, with PAL, or with another tutor
- Poor or Weak Performance
- Seek assistance at the Writing Center

Enter Comments: