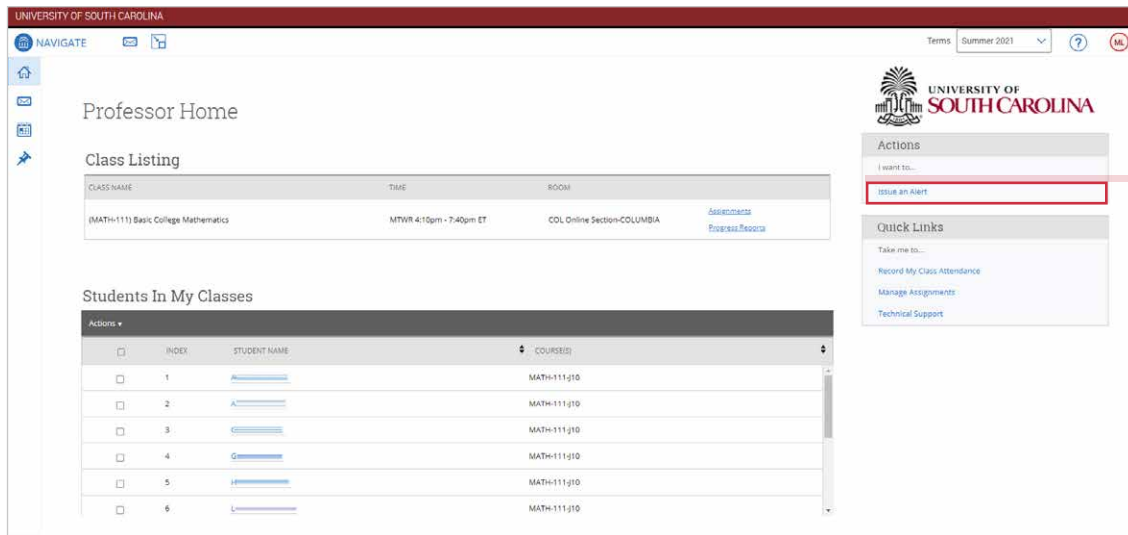


FACULTY GUIDE ON ISSUING ALERTS FOR STUDENTS



1. Login to sc.campus.eab.com
2. On your Professor Home screen, click on the **Issue an Alert** button on the right side menu.
3. Search for and select the student you want to issue an alert for, then choose the reason. A few key alerts include:
 Alert: Class Absence
 Alert: Poor Grades/Assignment Concerns
 Alert: Other (requires comments)
4. Select the class (if applicable) that the student is in.
5. Using the **Additional Comments** field, briefly outline the student need. Any details will help in an intervention!
6. Finally, click the **Submit** button.



3.

ISSUE AN ALERT ✕

Student

Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments
Please enter a comment.

Cancel

4.

5.

6.

