

Issuing Alert for Students Instructions for Course Instructors

Any instructor (professor, lecturer, GTA, etc.) who is attached to an undergraduate course in Banner as instructor of record has access to GradesFirst.

Instructors may issue an alert for any UG student registered in their UG course(s) without accessing the student's record.

Instructors do NOT have access to student records if the student is not assigned as an advisee via Banner.

1. Log into GradesFirst via MyUTK – link is under staff/academic resources column
2. Home page in GradesFirst should appear with your name and role in parentheses (professor) and with your students listed in your course(s) alphabetically.
 - a. For those who have multiple roles (advisor) there will be a down arrow next to role to toggle to the other role.

Christopher [REDACTED] (professor)

Assigned Students Classes this Term Conversations Calendar

Students In My Classes

	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
1	Student 1	College of Arts & Sciences, Fall 2015 First Time Freshman	POLS-101	No
2	Student 2	Haslam College of Business, Spring 2016 First Time Transfer	POLS-101	No
3	Student 3	College of Arts & Sciences, Fall 2012 First Time Transfer	POLS-101	No
4	Student 4	College of Communication & Information, Fall 2013 First Time Transfer	POLS-101	No
5	Student 4	College of Education, Health & Human Sciences, Fall 2015 First Time Freshman	POLS-101	No
6	Student 4	College of Arts & Sciences, Fall 2015 First Time Transfer	POLS-101	No

3. Select the student you wish to submit an alert for
4. Under actions down arrow select "issue alert"
5. Select the reason(s) for the alert – place cursor in reason box and select all that apply
 - a. Academic performance
 - b. Attendance
 - c. Attentiveness in class (i.e. distracted, dozing)
 - d. Math skills
 - e. Writing skills
 - f. Study preparation
 - g. Unfamiliarity with UT Policies (indicate policy)
 - h. Other (please explain)
6. Select your course from the "specific class" box
7. Write in any comments as appropriate including policy (g) or other reason (h)

Issuing Alert for Students
Instructions for Course Instructors

ISSUE ALERT ✕

Student

Please select the reason you believe this student needs assistance

Attendance ✕

Unfamiliarity with UT Policies (indicate policy) ✕

Is this alert associated with a specific class?

Additional Comments

8. Click submit

Your alert will be sent directly to the First-Year Studies department – the department that works with the Early Alert system for all UG students.

Depending on the reason(s) selected for the alert, the student will be contacted by their academic advisor, Student Success Center (for academic coaching) or tutoring.