Instructions for Issuing Individual Alerts

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.

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.

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. Canvas Attendance
   e. Did not take exam
   f. Math skills
   g. Missing/Late Assignments
   h. Non-Academic Issue
   i. Writing skills
   j. Study preparation
   k. Unfamiliarity with UT Policies (indicate policy)
   l. Other (please explain)
6. Select your course from the “specific class” box
7. Write in any comments as appropriate including policy (k) or other reason (l)
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8. Click submit

What happens when an alert is Issued?

Your alert will be sent directly to the First-Year Programs Office – all alerts are managed by the Academic Success Advocates (ASA).

- Every student receiving an alert receives outreach from the Academic Success Advocates.
- Depending on the reason(s) selected for the alert, the student will be assigned to an ASA and/or Student Success Center staff for Academic Coaching or Tutoring. Both resources are available online.
- Student action is captured by verified acknowledgement of engagement directly related to the academic subject or reason of an Academic Alert.

If you have any questions, please email those to asafys@utk.edu. The Academic Success Advocates will respond to your questions.

If you have any questions regarding the administration of this program, please email Stella Bridgeman, Director of First-Year Programs at stella@utk.edu.