Student Alert System

Quick Reference Guide
Submitting alerts using Individual Student Look-Up.

Access the Student Alert System by logging into
www.myuk.uky.edu

The Individual Student Look-Up option allows you to make multiple alert types for one student, in addition to a single alert for one student.

You can submit BOTH Academic Alerts and Behavioral Alerts under this option.

For additional questions or assistance when working in the Student Alert system, please contact
early.alert@uky.edu.

myUK

Good afternoon   Sign Off

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Faculty Services Overview

myUK Faculty Services Overview

Student Alert
Notify appropriate parties regarding academic and/or behavioral concerns.

Student Alert Instructions: Student Alert Manual

To Submit an Alert: Click the Student Alert tab above

For Multiple Alerts (10 or more)
related only to academic concerns,   Multiple Alert Spreadsheet
please use the following spreadsheet
and submit to early.alert@uky.edu

Blackboard
Access to the University of Kentucky Blackboard site

Class Rolls
Review class roster by course

Grading
Enter mid-term and final grades by course

Note: You will only see tabs and links for those applications for which you have permissions.

Latest Stuff

Four-Week Final Grades
The grading window for 4-week is now open. Under University Senate rules, the course is to be graded within 72 hours of the final examination. However, because we have courses that extend from the 4-week into the 8-week term, the grading window will continue to remain open so those courses can be graded. The final grading deadline for all grades, both summer I and summer II, is August 6 at midnight.

Eight-Week Final Grades
The grading window for 8-week will open on July 25 and remain open until midnight, August 6. Any courses that are part-of-term during the 8-week may be graded as soon as the course has been completed. All grades, however, must be submitted no later than midnight, August 6.

For assistance with accessing your classes in the grading portal, contact: SLCMaccess@lsv.uky.edu. For assistance with Blackboard, contact: Brett McDaniel at: brett.mcdaniel@uky.edu. For all other questions, please contact Jacquie Hager at: jhager@email.uky.edu or Sean Cooper at: srcoop2@email.uky.edu.

Access to the Student Alert system can be found both through the "**FACULTY SERVICES**" and the "**STUDENT ADMINISTRATION**" tabs.

On either of these tabs, select **STUDENT ALERT**.

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myUK

Good afternoon

Launch Pad | Employee Self-Service | Student Services | **Student Administration** | Enterprise Services | Faculty Services | myUK | myReports

Welcome | Academics | Student Alert | Faculty Services

Student Administration Overview

Welcome to the University of Kentucky myUK Portal!

Student Administration Services on myUK
Sign-on to the portal enables faculty and staff to access various online administrative tasks.

Faculty and staff will only see the tabs for which they have permissions to use.

Student Alert
Notify appropriate parties regarding academic and/or behavioral concerns.

Student Alert Instructions: Student Alert Manual

To Submit an Alert: Click the Student Alert tab above

Clicking on the **Student Alert** tab will bring up the student search window below.

You have 4 options to search for a student:
USERNAME
LAST NAME
FIRST NAME
STUDENT NUMBER

Based on the information provided, a list of potential matches will be returned and will include First Name, Last Name, User ID, UKID#, and Birth date to help you identify the correct individual.

NOTE: A visual example of this list has not been provided due to confidentiality restrictions.

Please check your information carefully against what you see on the top bar.

Type of Alert: (At least one should be checked.)

☐ Send to student

☐ Missed Classes
☐ Habitually Late (more than 10 minutes on a regular basis)
☐ Homework Not Submitted
☐ Homework Quality Poor
☐ Poor Performance on Test or Quizzes
☐ Disruptive Behavior
☐ Act Which Threatens Safety
☐ Harassment
☐ Damage to Property
☐ Health risk
☐ Medical Attention
☐ Mental Health
☐ At Risk of Failing Course (please explain in Comments)
☐ Planning to Leave UK
☐ Other

Issuer Info:

User ID: _____
First Name: _____
Last Name: _____
Phone Number: _____
Email: _____

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Submitter Info:

User ID: _____
First Name: _____
Last Name: _____
Phone Number: _____

Class Info: (Required if type of alert is related to a class)

Course Number:(ex. Eng 104) _____   Section Number:(ex. 001) _____

Comments/Description:

_____

Submit alert

After choosing the correct student, the submission form will appear on the screen. Fill out the information requested in the order below.

Step 1: TYPE OF ALERT

You may select more than one alert if necessary. Alerts pertaining to academic performance will be sent to the student. However, for several academic alerts, you have the option to either to notify or not notify the student that an alert has been submitted.

At the upper right hand corner of the Alert box is a check box titled **SEND TO STUDENT**. This box will be automatically checked for an academic alert. In the instances where the alert is behavioral in nature, this option is disabled.

Step 2: ISSUER & SUBMITTER INFO

Issuer Info denotes the person who requested that an alert be issued, for example, the instructor.
Submitter Info denotes the person actually entering the alert (e.g. faculty, TA, staff assistant, advisor, RA, etc.).

Use the **COMMENTS/DESCRIPTION** field (at the bottom of the Alert box) to enter additional information or notes.

Now that you have completed the alert and are satisfied with your entries, click the **SUBMIT ALERT** button. A pop-up window will appear to confirm that your alert has been submitted successfully and will be sent to the appropriate individuals for review.

For additional questions or assistance when working in the Student Alert system, please contact **early.alert@uky.edu.**