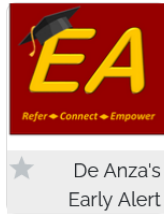


# Welcome to De Anza's Early Alert

Early Alert provides a convenient way to communicate with students – referring or raising a student concern and notifying the people on campus who can provide just-in-time-intervention – before the student gets too far into the term and is in danger of failing. Faculty, staff and administrators can also give kudos to motivate, encourage, and praise students who are doing well.

## Raise a Concern, Give a Kudo, or, Refer to a Service

1. Log in to MyPortal
2. Click on the Early Alert App under Faculty or Staff  
The Early Alert Welcome screen will appear.
3. If you do not wish to see this screen every time you log in, uncheck the “Show this screen next time” box at the bottom right-hand corner.
4. Click “Continue”  
The Early Alert Referral Form will appear.
5. *Faculty* can search for a student by selecting a course from the Course Number drop down list. A roster of all student in your class appears  
*Staff* can search for a student by entering their name or CWID then click “Search” (continue to step 8)
6. Select the student you would like to raise a concern, give a Kudo, or refer to a service by checking the box to the left of the student’s name.



7. Click “OK”  
The student’s name, ID, phone number and email will automatically populate.
8. Select **one** Concern, Kudo, or Referral.
9. Optional: Include a note to the student. This will appear within the email sent to the student.
10. Optional: Include a private note to the program/service. This will NOT be visible to the student.
11. Click “Submit” when you are finished.  
The concern you selected will be raised for your student, sending a message to the student and program/service.
12. Click “View” at the bottom of the page to see the alerts you have raised and confirm that they have been sent.

You will receive an email once the program/service meets with the student.

**5** → Instructor / Course Information - Please use the Course Number drop-down menu to select the course and then the student

**5** → Student Information

**8** → Concerns (select one concern)

**8** → Referrals (select one referral)

**8** → Kudos

**9** → Message to Student

**10** → Message to Service Area(s)

**12** → View

**11** → Submit

## Sample Early Alert Syllabus Blurb

Faculty may want to insert the following statement in their course syllabus to inform students that they will be utilizing De Anza's Early Alert.

"As your instructor, I care about your success. I may use an Early Alert to refer you to a campus program or service for assistance with your class progress. The referral is a recommendation to use a campus support service; it is not an official grade. If you receive an Early Alert, please respond to the program or service indicated on the notification and visit me during my office hours so we may talk about success strategies for this class and beyond."

### Contact:

Please feel free to contact the Retention Program Team via email at [Retention@deanza.edu](mailto:Retention@deanza.edu).

## Sample Early Alert Student Notification

**From:** Retention Program <Retention@deanza.edu>

**Subject:** De Anza College - A Message from your Instructor



## Your class progress at De Anza College

Hello [Student's First Name],

We care about your success at De Anza College. Your instructor, [Instructor's Name] in [Course Name] would like to share the following feedback based on your progress so far:

### **Instructor's feedback:**

Absences  
Difficulty due to personal concerns  
In danger of failing  
Low test scores and/or grades  
Missed/late assignment

Academic Support: Tutoring and Workshops  
Financial Aid  
Food, Housing, Basic Needs

### **Here are some additional comments:**

[instructor's comments]

### **Here are some additional resources:**

[services]

We believe you can be successful at De Anza College.

Warmly,

[Retention Program Team](#)

---

**De Anza's Early Alert. Simple for you. Powerful for your students.**

## Sample Early Alert Student Kudos

**From:** Retention Program <Retention@deanza.edu>

**Subject:** Kudos, [enter student's first name] – Keep Up the Good Work!



Hello [Student's First Name],

We appreciate your dedication and hard work in [course name]. Keep up the good work!

**Here are some additional comments:**

[instructor's comments]

We care about your success!

Warmly,  
[instructor's name]

## Sample Early Alert Referral

*The highlighted section is customized for each service and program area.*

**From:** Retention Program <Retention@deanza.edu>

**Subject:** De Anza College: A Support Services Referral



Hello [Student's First Name],

We care about your success at De Anza College.

[Services]: We recommend making an appointment with a Math Performance Success (MPS) counselor.

Here is the link to schedule a Zoom appointment with a counselor: <https://daappointments.deanza.edu/PSME/eSARS.asp?WCI=Init&WCE=Settings>.

Once you schedule an appointment, you will receive an automatic confirmation email with the Zoom meeting link.

For more information about MPS, visit their webpage: <https://www.deanza.edu/mps/index.html>

We care about your success and well-being!

Warmly,  
[Retention Program](#)