

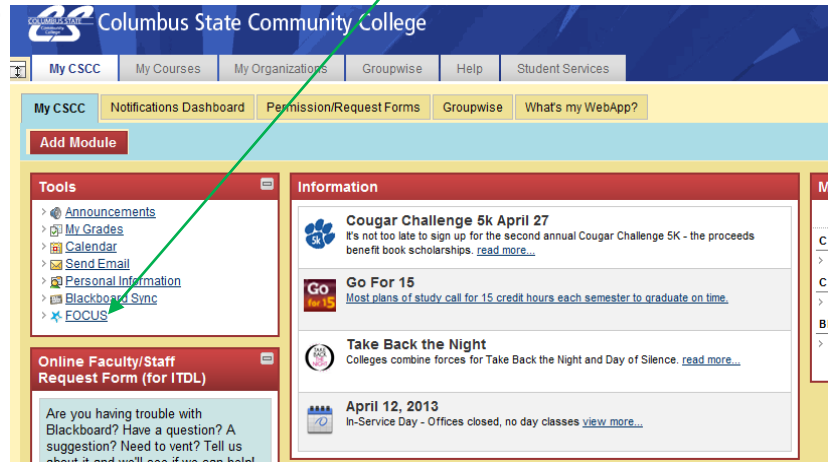
FOCUS—powered by Starfish—Early Alert System

What is FOCUS Early Alert?

- A powerful success monitoring tool that facilitates communication between the instructor, support services, and students.
- Early Alert gives the student early feedback on course progress, and helps the college offer early intervention to students at risk.

How Can I Access FOCUS Early Alert?

- Log-in to Blackboard with your CSCC username and password
- Under TOOLS on left, click FOCUS



How Can I Use FOCUS Early Alert?

- System-raised- automatic notice

-If you use Blackboard grade book, FOCUS will pull information from the CALCULATED TOTAL COLUMN. If the grade drops below successful completion (you tell us what that is), FOCUS raises a notice automatically to the student and clears the notice when a student's grade goes above the successful completion value.

- FOCUS can be customized to automatically raise a notice to meet your individual needs (for example, not logging into course for a certain number of days, missing assignments, etc.)

-To set up system-raised notices, contact mmcwill1@csc.edu. In the e-mail, please provide your class sections and synonym number (5 digit), along with what types of system-raised notices you wish to set.

- Survey

-Periodically throughout the semester **all** instructors will receive an email containing a survey.

-The survey will include tracking items (academic performance, attendance, tutoring referrals, advising referrals, kudos) across the top and the class roster down the left-hand side. Click the corresponding bubble for each tracking item you wish to raise; then, click save.

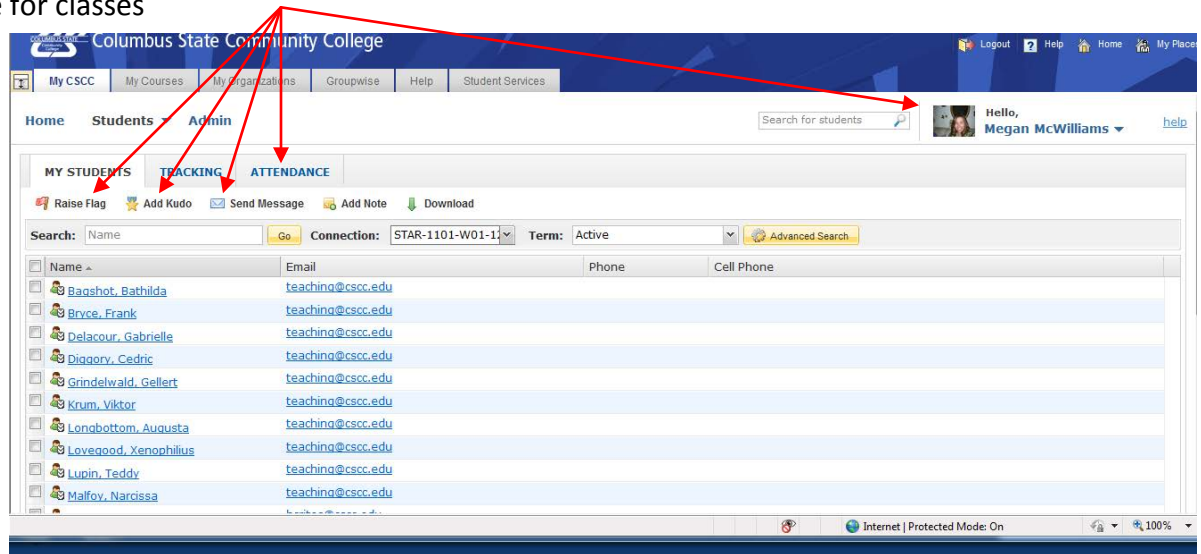
Sample Survey

Name	No Flags	Poor Attendance	Participation	Work Life
Albright, Randy	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrews, Randy	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Berger, Jeff	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chappell, Jeff	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fisher, Jim	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fore, Jim	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gilmore, Lexy	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand, Sara	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heck, Deb	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ivanov, Deb	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennings, Max	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson, Max	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jordan, Grant	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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How Can I Use FOCUS Early Alert? (Cont.)

- Manually
- Raise flags (notices)
- Give kudos
- Make referrals to various support services on campus
- Comment on existing notices (i.e. student has addressed the concern with you but has not resolved the issue yet)
- Resolve or clear concerns or kudos when appropriate (i.e. student has brought grade to successful completion level)
- Log Attendance for classes
- Create profile



For more information, training updates, or to schedule a 15-minute classroom presentation contact

Megan McWilliams (Retention Specialist) @ mmcwill1@csc.edu 614.287.5320 -or-

Teddi Lewis-Hotopp (Title III Director) @ tlewisho@csc.edu 614.287.5104

Workshop Registration: <http://bit.ly/15FysFG>.