

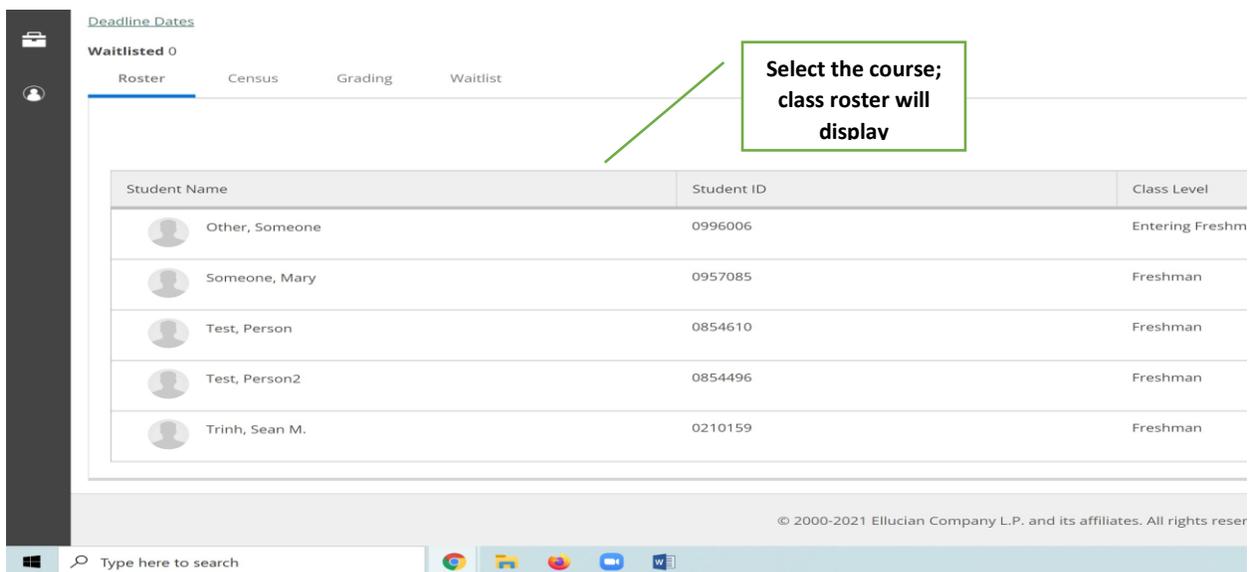
Early Alert and Progress Report Submissions

To Contribute Retention Cases (Early Alerts/Progress Reports) from the Class Roster:

1. From the Faculty Menu in WebAdvisor, click on “Self Service Faculty Overview.”



2. Select the course; when you click on the course, your class roster will display.



3. Click the student's name you want to submit an early alert for and a dialog box will display. Click on "View Full Profile."

The screenshot shows a web interface for a course titled "CISM-125-AD03: Intro to Computers" for the 2021 Fall Semester. A dialog box is open over the roster, displaying the profile for a student named "Other, Someone" with ID 0996006. The dialog includes contact information: Business Administration AS, email merajrahman@buccaneer.atlantic.edu (ACCC Assigned (Student)), and phone numbers 609-746-8889 (Cell Phone) and 609-746-8889 (Home Phone). A yellow button labeled "View Full Profile" is highlighted at the bottom of the dialog. A green box with a pointer contains the text "Click Student Name and view full profile will appear".

4. The student's profile will display. Click on "Contribute Retention Information" link on the top right of the profile.

The screenshot shows the full student profile page for "Other, Someone" (ID 0996006). The profile includes contact details, an "E-Mail" section with merajrahman@buccaneer.atlantic.edu (ACCC Assigned (Student)) and MIRRAVBHAI@GMAIL.COM (Primary), and an "Academic Details" table. A dialog box titled "Contribute Retention Information" is open, showing a yellow button for "Contribute Retention Information", phone numbers 609-746-8889 (Cell Phone) and 609-746-8889 (Home Phone), and an address: 3313 Ventnor Ter, Atlantic City, NJ 08401-3614. A green box with a pointer contains the text "Student profile will display".

| Academic Programs | Anticipated Completion Date | Major | Minor |
|----------------------------|-----------------------------|-------------------------|-------|
| Business Administration AS | 05-30-2022 | Business Administration | |

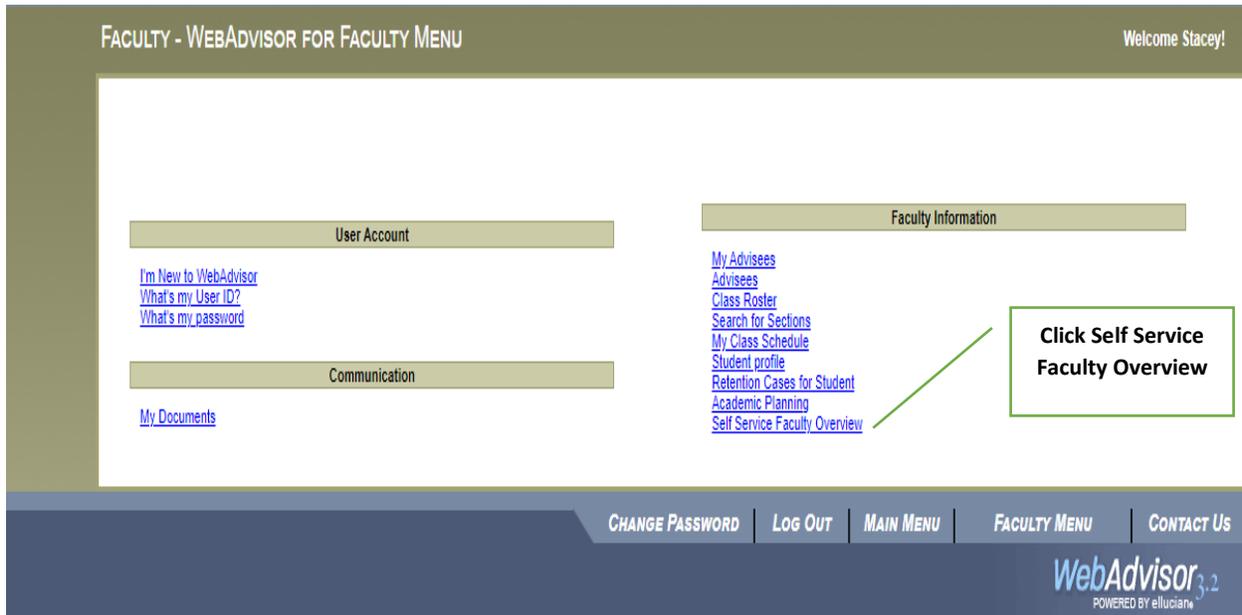
5. Select a case type, enter a subject and type your comments.

The screenshot shows a web form titled "Retention Case for" with a user profile "Other, Someone" (ID: 0996006). The form includes an "Actions" section with a "Type of Issue *" dropdown menu set to "FAC, Advised Registration Permit". Below this is a "Summary *" text field containing "This is the subject or summary" and a "Detailed Notes *" text area containing "These are the detailed notes". A green box with the text "Select case type, enter, brief summary and detailed notes" has a green arrow pointing to the dropdown menu. At the bottom, there are "Cancel" and "Save" buttons.

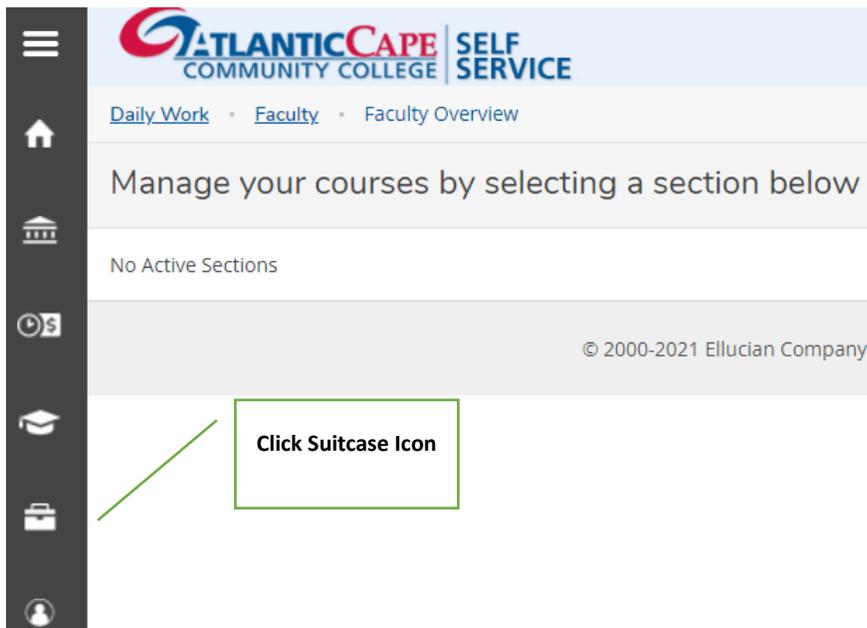
6. Click "Save"

To Contribute Retention Cases (Early Alerts/Progress Repots) from the Self Service menu:

1. From the Faculty Menu in WebAdvisor, click on “Self Service Faculty Overview.”



2. On the menu bar on the left side of the page, Click on the “Suitcase Icon.”



3. Select Retention Alert and then Contribute Retention Information.

The image shows a navigation menu with four main items: 'Daily Work', 'Advising', 'Faculty', and 'Retention Alert'. Each item has a chevron icon. A callout box with a green border and the text 'Click Retention Alert' has a green line pointing to the 'Retention Alert' item. Below this, a sub-menu is visible with three items: 'Work Cases', 'Contribute Retention Info', and 'Reports'. A callout box with a green border and the text 'Click Contribute Retention Information' has a green line pointing to the 'Contribute Retention Info' item.

4. Look up the student by name or student ID number and select the student.

The image shows the 'Retention Alert' page. At the top, the title 'Retention Alert' is displayed in a grey bar. Below the title, there are three tabs: 'Cases', 'My Contributions', and 'Contribute Retention Info'. The 'Contribute Retention Info' tab is selected and highlighted with a blue underline. Below the tabs, there is a search section titled 'Student Name or ID'. It contains a search input field with the placeholder text 'Type a Student Name or ID' and a magnifying glass icon. A callout box with a green border and the text 'Type in student Name or Student ID' has a green line pointing to the search input field.

5. Select a case type, enter a summary and type your comments.

Actions

Type of Issue *

Select case type,
enter, brief
summary and
detailed notes

Summary *

Detailed Notes *

6. Click "Save"