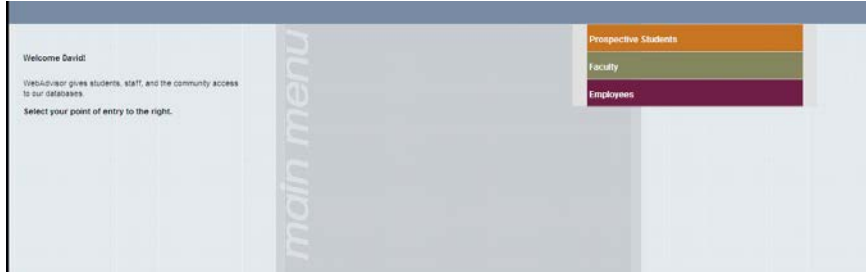


Instructions for using the Academic Warning System

1. Access **WebAdvisor** by clicking here [SU Portal](#)

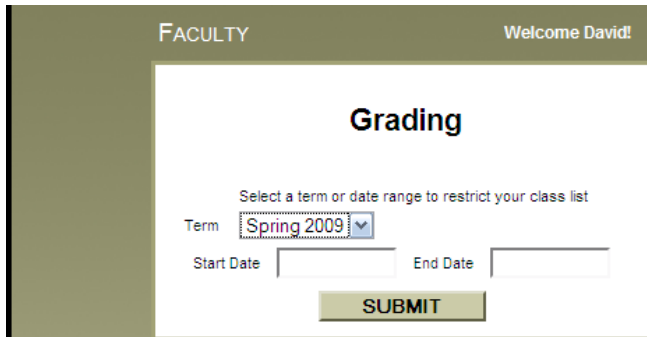
2. Select **Faculty**



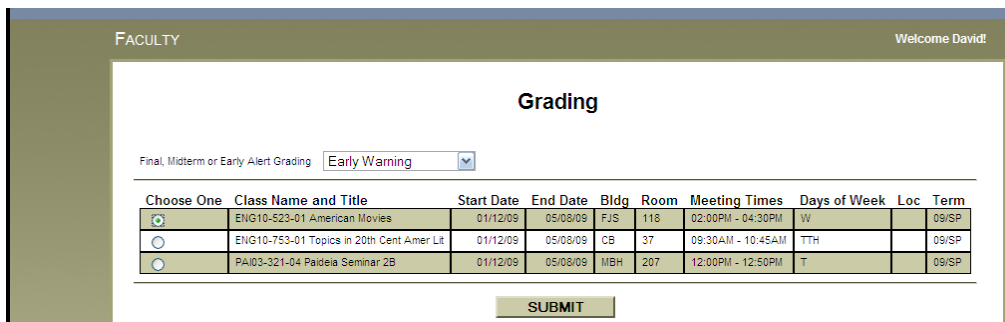
3. Select **Grading**



4. Next, from the drop down menu, select the **current term**, then **Submit**.



5. Next, from the drop down menu, choose **Early Warning** and select your course. Then click **Submit**.



- Choose a student by clicking in the **Add Alert** box then click **Submit**.
Note: only one (1) student may be selected at a time.

FACULTY Welcome David!

Early Warning Grading

Class Name PA103-321-04
 Title Paideia Seminar 2B
 Location
 Term Spring 2009

Instructor
 Dr. Mickey J. Mouse

Student	ID	Class	Status	Add Alert
	0495639	JR	New	<input type="checkbox"/>
	0615262	JR	New	<input type="checkbox"/>
	0894950	JR	New	<input type="checkbox"/>
	0506279	JR	New	<input type="checkbox"/>
	0493445	SR	New	<input type="checkbox"/>
	0849291	JR	New	<input type="checkbox"/>
	0495912	SR	New	<input type="checkbox"/>
	0890186	JR	New	<input type="checkbox"/>

I have no concerns about any of these students

SUBMIT

- Enter warning/alert information then click **Submit** to save.

FACULTY Welcome David!

Early Warning Grading

Class Name -321-04
 Title Seminar 2B
 Term Spring 2009

Instructor
 Dr. Mickey J. Mouse

Student	ID	Class	Status
	0894950	JR	New

Missed quiz or exam
 Assignments not submitted/completed
 Attendance issues
 Poor performance on assignments/exams
 Does not participate in class
 Level of work seems too difficult
 Poor study skills

Other Concerns/Comments (please specify)

* Concerns checked above, along with any comments noted in the box, are sent to student via email.

Comment field below is not seen by student. This area will be viewed only by appropriate staff.

Comments

SUBMIT