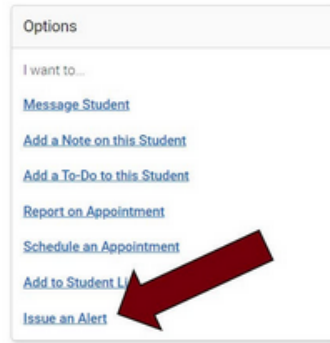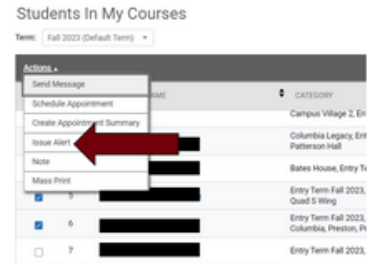## Issue an Alert from the Professor Home page

To issue an alert from Professor Home, select Issue an Alert from the Actions pane. A dialog then prompts you to search for the student you want to issue the alert for.

Issue an Alert from a Student's Profile page

To issue an alert from a student profile, select Issue an Alert from the Action pane as in the screenshot.

Issue Multiple Referrals from the Students In My Courses List

To issue an alert from a list of students, such as the My Assigned Students pane on your home page, select a student (or students) from the list. Next, select Actions > Issue Alert.

Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

Issue an Alert Dialogue Box

Selecting "Issue an Alert" opens the referral dialog box. Text boxes in the dialog are in the list that follows the screenshot.

Referral Reason: Select at least one reason for issuing this referral.

Association with Specific Course (Optional): Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.

Additional Comments: Enter comments in this box. Staff and faculty with permission can view the Referral and its comments. There is no character limit to this field. Academic Advisors appreciate knowing some details behind the alert and any outreach you have already attempted to the student(s).