Creating an Early Alert in AdvisorTrac

1. Log in to AdvisorTrac (http://advisortrac.southwest.tn.edu)

2. This step is for FT faculty only; adjunct faculty proceed to step 3.
   a. Click on the Tracman icon and select “Switch to Faculty Profile…”

3. A list of course(s) you are assigned to teach will display on the left of the screen. Click on the course for which you want to create student alerts.

4. The roster for that course shows up. Click on the Early Alert button beside the name of any student for which you want to create an early alert.
5. The referral Entry screen pops up, select the referral type (Early Alert) and the Subject (the course) and then click on the Create button.

6. The Referral Entry screen expands. Notes are optional, but appreciated. Please click any and all reasons that apply for this student being at risk.

7. Scroll down and Click on the Save button.
8. A “New referral record saved” response will display in red at the top of the screen. Click on the red “X” to the right of “referrals Entry.”

9. The roster for the class will reappear. Enter any early alerts for other students in this class.

10. Clicking on the red “X” to right of Student Listing will close the roster for that course and display the listing of courses you are assigned to teach shown in step 3. You may then create alerts for students in other classes.

Note: You will receive an e-mail confirming your early alert submission. The student also receives an email letting them know someone is going to be reaching out to them (except in cases where you checked “inappropriate classroom behavior”). You will also receive e-mail updates when updates are made for the student’s early alert.