Introduction

The intent of SARS·ALRT is to provide a quick and simple mechanism for faculty members to identify problems or concerns about a student and make appropriate referrals to address those concerns. SARS·ALRT is entirely web-based. This handout discusses how to log in and out of the Early Alert Referral System, how to make referrals, and how to view and update the status of referrals.

Logging In to SARS·ALRT

To log in to the SARS·ALRT Early Alert Referral Form, follow the steps below:

1. Log in to SARS ALRT via https://eagleintervention.msjc.edu/SARSAlert. The following screen will be displayed:

   Please Log In

   User Name
   
   Password
   
   Log In

   1. Click on the USER NAME field and type in your username.
   2. Click on the PASSWORD field and type in your password.

   **Note: Please use your Blackboard login to log into SARS Alert.**

   3. Click on Log In. The Early Alert Faculty Information Screen will be displayed.
   4. Click on Continue to go to the Early Alert Referral Form.
Options to Submit the Early Alert Referral Form

**Option 1:** The top section of the form asks for Student Information. You can do a search of a specific student in your course that the alert is being created starting with the STUDENT ID (or Datatel ID number). You can also use student name to do a search. The Instructor/Course Information is automatically populated after the student search is completed.

**Option 2:** You can also use the Instructor/Course information in which a student (or group of students) is having a problem:

- a. COURSE NUMBER: Use to select the number of course in which the student is enrolled that is the subject of the concern.
- b. COURSE TITLE: Used to display the title of the course.
- c. INSTRUCTOR: Used to display the name of the instructor of the course.
- d. SECTION NUMBER: Used to display the section number of the course.
Select the student(s) from the Roster by clicking on the checkbox adjacent to the Student ID. Click on OK. This action will populate the remaining Student Information fields on the form and close the Student Roster. It will also populate the INSTRUCTOR, COURSE TITLE, and SECTION NUMBER fields.

**Concerns Section**

A paragraph appears providing instructions to the faculty for completing the form. This paragraph is called a “Concern Heading”. The Concern Heading states: “Below is a list of concerns that may be inhibiting the student’s success. Please select as many concerns as apply. The appropriate service area(s) (and the student in most cases) will be notified that you are concerned about their performance in the selected area(s) and that they have been referred to the service(s) that best match your concerns.”

Following the Concern Heading, a list of Concern Groups is displayed, with specific concerns listed within those categories. The Concern Groups are:

- Meet with Faculty
- Academic Concerns
- Behavioral Concerns
- Referral Concerns
- Online Concerns (currently not available)

Under each Concern Group, a list of concerns is displayed with checkboxes for use by the instructor. The instructor may choose more than one concern.
Services Section

If the system has been set up to allow instructors to view and/or select services to which students may be referred, a list of Services to which a student may be referred will be displayed on the right-hand section of the form. Again, as with the left-hand Concerns side of the form, Service Groups will be listed, with specific services listed within those categories. Below are the two Service Groups:

- Student Services
- Academic Services

Within each Service Group, a list of services is displayed. Services are preselected based on the concerns checked. Instructors are permitted to self-select the services.

Message to Student Section

Following the Concern Groups and Service Groups, a space is provided for the instructor to write a personal note to the student.

Here is an example Message to Student:

*I am concerned about your sporadic attendance in my class and your poor test scores.*

At the bottom of the form, the following options are provided:

- **RESET:** Use to clear the form without saving any entries.
- **PRINT:** Use to print a blank form that may be filled in by hand and given to a staff member to enter if the instructor does not have ready access to a computer.
- **VIEW:** Use to review and change the status of the referral for the selected student.
- **SUBMIT:** Use to save the completed form, initiate the referral actions, and reset the form for entry of another alert.
- **LOGOUT:** Use to exit the system.

Making an Early Alert Referral

From the Early Alert Referral Form, enter student information as follows:

1. If the student ID number is known, click on the STUDENT ID field and type in the number. The remainder of the student information will be filled in to their respective fields automatically.
2. If the student ID number is not known, click on the STUDENT NAME field and type in the student’s name or a portion thereof and click on SEARCH.
3. If more than one student has the same name, a results screen will be displayed.
SARS Alert Tutorial

Here is an example:

Click on the line containing the correct student name and identifying information. The student name and remainder of the student information will be filled in to their respective fields on the Early Alert Referral Form.

Repeat the above steps as needed for other student referrals. When done, click on LOGOUT at the bottom right of the screen.

Follow-up Contact or Review of Student Status

Instructors may wish to periodically review the status of an early alert referral student to see whether the student has followed up on recommended actions. Service providers may also use this system to update the system to indicate whether the student has satisfied the concerns by completing the recommended services.

1. From the Early Alert Referral Form, enter student information (by ID number or by course)
2. Click on View
3. The View Early Alerts pops up (see below)
Click on a particular student to determine status. The farthest right column indicates whether the student has satisfied the concern or followed up with the resource(s) recommended.
If a faculty meets with a student regarding a faculty concern, the faculty can change the completed status from NO to YES. On the Details for the Selected Early Alert, click on the box next to a particular concern (please see below). Instructor can change from No Satisfied to Yes Satisfied.
Click on Save to save the content and Close to close the View Early Alerts.