QuickGuide to Raising Alerts

Sending Mass Alerts Quickly and Easily

Click [here](#) to learn more about Montclair State's Early Warning Program.

Sending Mass Alerts (Each Student Receives Individually)

Step 1: Sort Your Students by Course and Section

Professor Home ▼

Class Listing

CLASS NAME	TIME	ROOM
(GNED-199) New Student Seminar	R 2:30pm - 3:20pm ET	CLCA-135
(GNED-199) New Student Seminar	M 2:30pm - 3:20pm ET	UNIV-1050

Click to sort
⬇

Students In My Classes

Actions ▼

☐	INDEX	STUDENT NAME	⇕ CATEGORY	▲ COURSE(S)
☐	17	Rov...	ADMIT - Freshman Advance Standing, ADMIT_TERM-202140, Commuter Student, DEPARTMENT - University College, TIME - Full-Time	GNED-199-48
☐	18	Con...	ADMIT - Freshman Advance Standing, ADMIT_TERM-202140, DEPARTMENT - University College, Hispanic or Latino, TIME - Full-Time, William E. Gordon Hall	GNED-199-09
☐	19	Law...	ADMIT - Freshman Advance Standing, ADMIT_TERM-202140, DEPARTMENT - University College, John Basilone Hall, TIME - Full-Time	GNED-199-09
			ADMIT - Freshman Advance Standing,	

Issuing Mass Alerts

Step 2: Select Students, Click "Actions," Choose "Issue Alert"

Issue the Alert (for One or Multiple Students)

Step 3: Select Students, Click "Actions," Choose "Issue Alert"

ISSUE ALERT ✕

Issuing Alerts for 3 Students. (Collapse all)

Jon[...]ecki

Please select a reason for this alert

| ✕ At Risk of Failing Class |

Choose alert reason "At Risk of Failing Class"

Additional Comments

Please enter a comment.
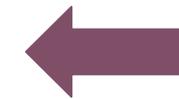
Only add a comment if it applies to all students in the mass alert

Cancel   **Submit**

You can raise individual alerts by selecting the student's profile and choosing "Issue an Alert" at the right of your screen.

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