

# 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 ▼				
<input type="checkbox"/>	INDEX	STUDENT NAME	◆ CATEGORY	▲ COURSE(S)
<input type="checkbox"/>	17	<a href="#">Rov</a>	ADMIT - Freshman Advance Standing, ADMIT_TERM-202140, Commuter Student, DEPARTMENT - University College, TIME - Full-Time	GNED-199-48
<input type="checkbox"/>	18	<a href="#">Con</a>	ADMIT - Freshman Advance Standing, ADMIT_TERM-202140, DEPARTMENT - University College, Hispanic or Latino, TIME - Full-Time, William E. Gordon Hall	GNED-199-09
<input type="checkbox"/>	19	<a href="#">Law</a>	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"

## Students In My Classes

The screenshot shows a table of students with an 'Actions' dropdown menu open. The menu options are: Send Message, Schedule Appointment, Create Appointment Summary, Issue Alert, Tag, Note, and Mass Print. A purple arrow points to the 'Issue Alert' option. An orange box highlights the name 'Arlyn' in the student list. Below the table, it says 'Showing items 1-100 of 113' and there are navigation buttons: '← previous', '1', '2', and 'next →'.

NAME	CA
Jonathan	AD DE His
Zachary	AD AD Co Wil
s, Arlyn	AD Co Co
d	AD Co

# 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)

Jonathan Becki

Please select a reason for this alert

At Risk of Failing Class

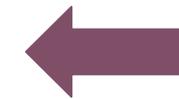
Additional Comments

Please enter a comment.

Cancel Submit



**Choose alert reason "At Risk of Failing Class"**



**Only add a comment if it applies to all students in the mass alert**

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