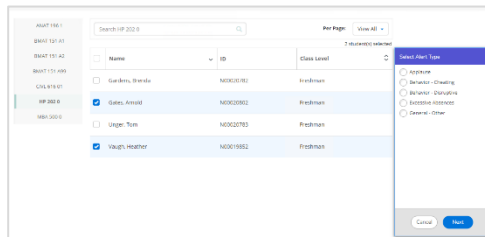


Submitting an Alert

1. Log into Faculty Experience.
2. Click the course with the student or students.
3. Enter check mark next to student's name.
4. Select the Alert Type.
5. Click **Next**.
6. Enter a note in the **Add Notes** field.
7. Click **Next**.
8. Click **Submit Alerts**.



Reviewing Alert Submission History

1. Log into Faculty Experience.
2. Click **Option Wheel**.
3. Select **Alert History**.
4. Select course from Course List.
5. Review alert details
6. Click **X** to close this view.

