



Dropout Detective automatically analyzes key performance indicators like grades, missing assignments, course participation, and other behaviors that take place in the online classroom. Advisor Alerts provides the opportunity for instructors to manually flag at-risk students and automatically send alerts to the appropriate advisors. This feature will be especially helpful in face-to-face courses where the LMS is not fully utilized. In those courses, there may not be sufficient information to automatically identify risk - but the instructor may have personal knowledge of the students struggling in their course. Advisor Alerts makes it easy for instructors to bring those struggling students to the attention of advisors.

Activating an Advisor Alert





When Advisor Alerts is enabled for your school, a check box will be added under the text box in the Notes area. While Advisor Alert was created to allow instructors to send an alert to advisors, any user may set an alert on a student (including Department Chairs, Deans, Program Directors, etc.). To activate an alert, a note must be entered. Enter comments in the text box, check the box to activate an advisor alert, and click on save.

Harper Nevin

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Last Login 11/16/2015 8:11 a.m.

 [Send Message](#)
 8133104392@demოსms.com
 [Demo Student](#)
 Harper.Nevin@aspiredemo.com

[Overview](#) [Notes](#) [History](#) [Contacts](#)




Harper has not attended class this week. She is having transportation issues. She also indicated that she has some questions about financial aid.

Activate Advisor Alert

[Save](#)
[Print](#)

Flags on Notes


When an Advisor Alert is activated on a student, a red indicator will appear in the note that activated the alert. In this area, a time stamp of when the alert was activated, who activated the alert, and their role is displayed. If it is an instructor that activated the alert, the course name will be displayed.

 Date & Time ▾	 Author	Course	Note	Delete
11/17/2015 10:00:19 am	Addison Murphy	GEN201-A Lifespan Development	Harper has not attended class this week. She is having transportation issues. She also indicated that she has some questions about financial aid. Advisor Alert Activated	


Banner on Student Profile





When an Advisor Alert is active on a student, a banner will be displayed on the student's profile. This banner will remain on the student's profile until the alert is acknowledged.

Harper Nevin

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Advisor Alert Activated! See Notes tab for more information.


Last Login 11/15/2015 8:11 a.m.

 Send Message
 8133104392@demosms.com
 Demo Student
 Harper.Nevin@aspiredemo.com

Alert Icons in Dashboard

When an Advisor Alert is active on a student, an icon will appear next to their name in the dashboard. This icon will remain next to the student's name until the alert is acknowledged.

Student	Risk Index	Trend	Last Contact
Emily Samuels	 83	↓ -17	9 hours ago
 Harper Nevin	 78	↑ +25	2 hours ago

Email Notifications

When an alert has been activated on a student, an email will be automatically sent to any advisor associated with the student. If a student has multiple advisors, all advisors assigned to the student will be copied on the email.

Subject: Advisor Alert for Harper Nevin



Advisor Alert Activated for Harper Nevin

Addison Murphy

Harper has not attended class this week. She is having transportation issues. She also indicated she has some questions about financial aid.

While an alert is activated on a student, any note entered on that student will be automatically forwarded to the advisor via email. This allows the advisor to stay informed as to any other user's

communication with or outreach to a student without them having to check the Notes area on a daily basis.

Subject: Advisor Alert for Harper Nevin



Advisor Alert for Harper Nevin

Addison Murphy

Harper made it to class today. She got a ride from a friend. She told me that she has not purchased the book for this course yet because she is still waiting to hear from financial aid.

Acknowledging an Advisor Alert

To deactivate or remove an alert from a student, a note must be entered and the box must be checked to 'Acknowledge Advisor Alert.'




Harper met with FA earlier today. She has purchased the book and a bus pass. Please activate an alert if she does not attend all classes this week.

Acknowledge Advisor Alert

Save

Print

When an Advisor Alert is acknowledged, an indicator will appear in the note that deactivated and removed the alert. In this area, a time stamp of when the alert was acknowledged, who acknowledged the alert, and their role is displayed.

 Date & Time ▾	 Author	Course	Note	Delete
11/17/2015 10:14:57 am	Sophia Evans	Advisor	Harper met with FA earlier today. She has purchased the book and a bus pass. Please activate an alert if she does not attend all classes this week. Advisor Alert Acknowledged	

Any user that has access to view the student in Dropout Detective has the ability to acknowledge (and thereby deactivate and remove) an Advisor Alert. This allows instructors to remove an alert that they have placed on a student if they later learn that the issue has been resolved and no longer requires the attention of an advisor. The information about who acknowledged the alert will be permanently recorded in the Notes area.

Only administrators have permissions to delete a Note. If an administrator attempts to delete the 'advisor alert acknowledged' note, the comments entered on the note will be deleted - but the green 'advisor alert acknowledged' stamp will remain intact with the information as to who acknowledged the alert.

When an Advisor Alert has been acknowledged, an email will be automatically sent to the advisor and the person that activated the alert. The email contains the name of the person that acknowledged the alert and the comments entered on the note. In many cases, it will be the advisor that acknowledged the alert. But, in some cases, it will be the instructor that originally activated the alert. This email will ensure that the advisor is informed of any alerts acknowledged by others.

Subject: Advisor Alert for Harper Nevin



Advisor Alert Acknowledged for Harper Nevin


Sophia Evans


Harper met with FA earlier today. She has purchased the book and a bus pass. Please activate an alert if she does not attend all classes this week.

Advisor Assignments





The 'Contacts' tab displays any advisor currently associated with a student. This information is populated from 'Advisor Assignments' within Dropout Detective. A student may have more than one advisor. If there are multiple advisors, the advisor alert email notifications will be sent to all advisors associated with the student. If a student does not have an advisor assigned to them in Advisor Assignments, the email notifications will be sent to a default email address provided by your school.

Harper Nevin



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Last Login 11/15/2015 8:11 a.m.

 [Send Message](#)
 [8133104392@demosms.com](tel:8133104392)
 [Demo Student](#)
 Harper.Nevin@aspiredemo.com

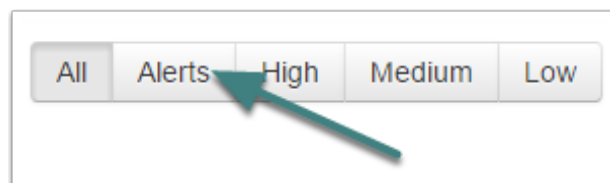
[Overview](#) [Notes](#) [History](#) **[Contacts](#)**

Advisor	Email	
Sophia Evans	 sophia.evans@aspiredemo.com	 Send Message





During the set up process, you will be asked to provide a 'default' email address. If an alert is activated on a student that does not have an advisor assigned to them, the email notification will be sent to this default email address. Optionally, you may request that this email address be copied on all email notifications.

View a List of All Students on Alert

When Advisor Alert is enabled at your school, a new icon will appear in the filtering menu on the top of the Dropout Detective dashboard. To view all students who are currently on alert, click on 'Alerts'.



A list of all students currently on alert will be displayed.

Student	Risk Index	Trend	Last Contact
 Harper Nevin	<div style="width: 78%; background-color: red;"></div> 78	↑ +25	a few seconds ago
 Michael Bynes	<div style="width: 66%; background-color: red;"></div> 66	↓ -34	4 hours ago
 Ethan Coleman	<div style="width: 29%; background-color: orange;"></div> 29	↑ +3	4 hours ago
 Aiden Tishman	<div style="width: 15%; background-color: green;"></div> 15	↓ -65	8 days ago

Notes CSV

The Notes CSV will be updated to include an additional column that will indicate notes that activated an alert and notes that acknowledged an alert. This will provide a history of the students on which an alert was activated.

Enabling the Advisor Alerts Feature in Dropout Detective

Advisor Alerts will be enabled in your dashboard upon your request. When requesting that Advisor Alerts be enabled, please provide the following information.

Default email address - If no advisor is assigned to a student, to what email address should alerts be sent to? This email address will also be copied on any emails sent to assigned advisors. So, depending on usage of Advisor Alerts, this recipient may receive frequent email notifications. You may consider creating a generic email address to receive these notifications.

Have Questions?

Please contact us at support@aspiredu.com with any questions. We look forward to hearing from you!