

RETENTION TOOLS

The Retention Tools feature is used to alert the Director of Retention of any issues pertaining to a student. There are two basic tools that are used for this purpose. The first is the Early Alert Message and the second is the Retention Management.

Early Alert Message

This message is sent to the Director of Retention. The director then sends the message to the pertinent people at Siena who may be able to assist the student.

Retention Tools
[Create an Early Alert Message](#)
[Retention Management](#)

- + Click the **Create an Early Alert Message** link under **Retention Tools**.
- + The **Submit Early Alert** window will display (see illustration below).

Submit Early Alert

Submit Early Alerts

We are committed to assisting our students to have a successful college experience. If you have concerns about a student, the SHU Student Retention Team wants to know! Please complete this form if you have any reason to believe a student's success might be at risk.

1. Submit Early Alert(s) for*

[Select students](#)

2. Your relationship to the selected student(s)*

3. Type of concern*

This is a confidential concern

4. Severity of this issue*

5. Details about this concern

The effort to help a student resolve an issue is greatly improved by providing pertinent information about this concern.

6. Have you interacted with the student(s) regarding this concern?*

Yes No

* required

[Submit Early Alert](#) [Cancel](#)

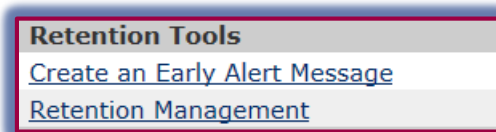
If you have questions about this process, or want to follow up on a previous message, [click here to e-mail the retention management team.](#)

- + Fill in the pertinent information for this student.

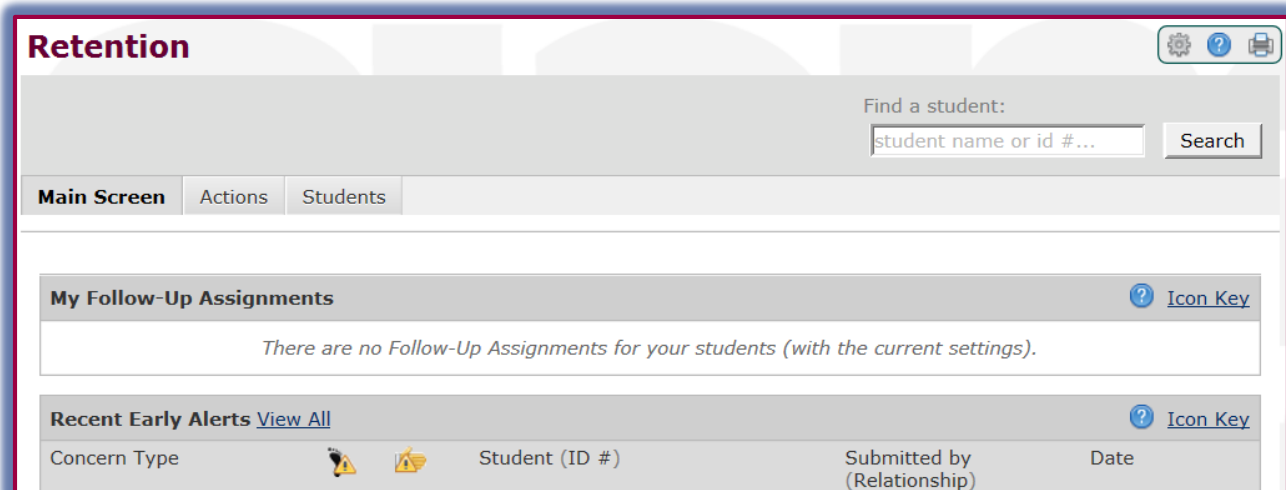
- ✚ Click the **Submit Early Alert** button to send the message to the **Director of Retention**.

Retention Management

Retention Management keeps a running record of the transaction that took place in an effort to help the student succeed.



- ✚ Click the **Retention Management** link under **Retention Tools**.



- ✚ The **Retention** window will display.
- ✚ To locate a student:
 - ★ Input the **Student Name** or **Student ID** into the **Search** box.
 - ★ Click the **Search** button.
- ✚ Click the **Actions** tab to view all messages regarding the selected student.
 - ★ A window will appear with four different tabs: Early Alerts, Follow-up Assignments, Interventions, and All Actions.
 - ★ Click one of the tabs to view more information about all the students in your courses.
- ✚ Click the **Students** tab to view a list of all the students in your class(es).
 - ★
- ✚ Click the **View All** button to view all the messages that are available for the selected student.
- ✚ Click the **Home** tab to return to the main **My Siena** page.