



**TEXAS WOMAN'S**  
UNIVERSITY

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Early Alert  
Instructor Submission Directions

- Log in to Pioneer Portal from the [www.twu.edu](http://www.twu.edu) home screen or,
- Log in directly to WebAdvisor at [webadvisor.twu.edu](http://webadvisor.twu.edu)

[My Courses](#)

[Pioneer Portal](#)

[Webmail](#)

[Service Desk](#)

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# TEXAS WOMAN'S UNIVERSITY

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TEXAS WOMAN'S  
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- After logging in to Pioneer Portal using your TWU credentials, click on WebAdvisor to access the portal.

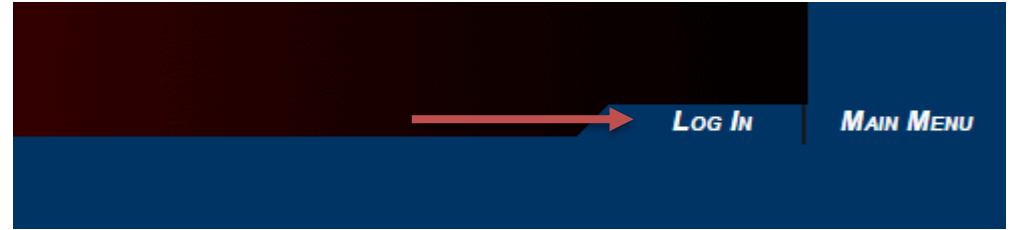
Important Links



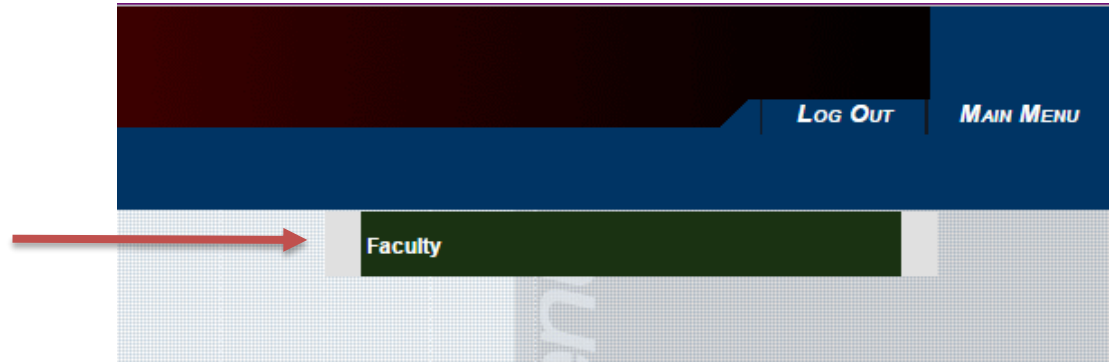
- **WEBADVISOR**
- **EMAIL**
  - Instructions
  - Forwarding
- **OTHER RESOURCES**
  - DCTA Ticket Purchase
  - Service Desk
  - Public Safety & Crime Statistics
  - Register for TWU Pioneer Emergency Alerts
  - TWU's Bad Weather Information Phone Lines
  - share.twu.edu
  - SQL Reports



- Click Log In to enter the WebAdvisor portal as a Faculty member.



- Select Faculty to enter the faculty portal in WebAdvisor.



- Select the Early Alert menu option to enter the term notifications (please note, Early Alert is only available during the fall and spring academic terms).

FACULTY - WEBADVISOR FOR FACULTY MENU

Faculty Information

- [My Class Schedule](#)
- [Final Grading](#)
- [Grade Roster](#)
- [Class Roster](#)
- [Official Class Roster Verification](#)
- [Early Alert](#)



- The Early Alert entry page will include a link to the TWU Early Alert website to access submission directions.
- The entry page will also provide updates on submission periods for each term Early Alert is available.

FACULTY

**Early Alert**

[Click here for Early Alert Instructions](#)

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17/SP is ready for Early Alert entry. The period closes on: 02/20/2017. Proceed to the next screen to select your course.

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**CONTINUE**



- All courses for the academic term where the instructor is faculty of record will appear after clicking Continue on the previous screen. This page will look similar to Roster Verification and Final Grading.

FACULTY

## Early Alert Course Selection

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term
<input type="radio"/>	ART*1213*01 THREE-DIMENSIONAL DESIGN	01/17/17	05/12/17	ART	002	02:30PM - 05:20PM	MW	DEN	17/SP
<input type="radio"/>	ART*1303*01 BASIC DRAWING	01/17/17	05/12/17	ART	110	06:00PM - 08:50PM	MW	DEN	17/SP
<input type="radio"/>	ART*4903*01 ST: SCULPTURE PROC & POSS	01/17/17	05/12/17	ART	002	11:00AM - 01:50PM	MW	DEN	17/SP
<input type="radio"/>	ART*5903*03 ST: SCULPTURE PROC AND POSS	01/17/17	05/12/17	ART	002	11:00AM - 01:50PM	MW	DEN	17/SP
<input type="radio"/>	ART*5913*07 INDEPENDENT STUDY	01/17/17	05/12/17					DEN	17/SP

SUBMIT



- Below is a full size view of the submission form for Early Alert.

FACULTY

### Early Alert Information Collection

Class Name [REDACTED]  
 Title [REDACTED]  
 Location [REDACTED]  
 Term [REDACTED]  
 Instructor [REDACTED]

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Select the percentage of course completed by graded assignments.

---

I certify and confirm all students listed below are performing at a satisfactory level of C or above in my course.  
[Click here for Early Alert Instructions](#)

Check this box only if no Early Alert notifications are required.

---

Please identify students who are not performing at a passing level at this point in the term of your course. Use the check boxes to select the primary issues affecting their current grade and use the comment section for further explanation or to make recommendations for improvement.

Student	ID	Early Alert Grade	Academic Performance (Grades)	Attendance	Personal Circumstances	Comments/Intervention Suggestions
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
[REDACTED]	[REDACTED]	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	





- This pull down menu allows instructors to select how much of the course graded assignments have been completed by the Early Alert period by quartile percentage.

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Select the percentage of course completed by graded assignments.



- **This section is for courses where all students enrolled are performing at a grade level of C or above. If no students are submitted for Early Alert, this box must be checked.**

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I certify and confirm all students listed below are performing at a satisfactory level of C or above in my course.

[Click here for Early Alert Instructions](#)

Check this box only if no Early Alert notifications are required.



- The section below is for instructors to identify students in need of an Early Alert to improve their performance in the course.

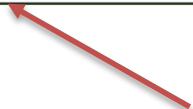
Please identify students who are not performing at a passing level at this point in the term of your course. Use the check boxes to select the primary issues affecting their current grade and use the comment section for further explanation or to make recommendations for improvement.

Student	ID	Early Alert Grade	Academic Performance (Grades)	Attendance	Personal Circumstances	Comments/Intervention Suggestions
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMIT



Instructors may select an appropriate grade and the factor(s) that are affecting the student's grade by clicking in the appropriate check box.



Comments or suggestions for intervention may be provided but WILL NOT be shared with the student.



- After clicking Submit on the previous page, you will be directed to a confirmation page that will identify the changes made on the Early Alert submission form.
- Only *modified* changes will be shown on the confirmation page, not all Early Alert submissions.

FACULTY

## Early Alert Confirmation Form

Class Name [REDACTED]  
 Title [REDACTED]  
 Location DENTON  
 Term Spring 2017

Instructor

[REDACTED]

\*\* Your changes have been saved. Modified records are shown below \*\*

Course completion amount: Between 25 and 50%

All students are performing at a C or above: No

Student	ID	Midterm Grade	Academic Performance (Grades)	Attendance	Personal Circumstances	Comments/Intervention Suggestions
[REDACTED]	[REDACTED]	D		X		
[REDACTED]	[REDACTED]	F	X			

OK



- After clicking OK on the previous page, you will be directed back to the course selection menu.

This section will notify of the most recent date changes were made to EA for each course and the status.

FACULTY

### Early Alert Course Selection

Choose One	Class Name and Title	Start Date	End Date	Bldg	Room	Meeting Times	Days of Week	Loc	Term	Early Alert Date	Early Alert Status
<input type="radio"/>	ART*1213*01 THREE-DIMENSIONAL DESIGN	01/17/17	05/12/17	ART	002	02:30PM - 05:20PM	MW	DEN	17/SP	01/31/2017	Students Identified
<input type="radio"/>	ART*1303*01 BASIC DRAWING	01/17/17	05/12/17	ART	110	06:00PM - 08:50PM	MW	DEN	17/SP	01/27/2017	No at risk students
<input type="radio"/>	ART*4903*01 ST. SCULPTURE PROC & POSS	01/17/17	05/12/17	ART	002	11:00AM - 01:50PM	MW	DEN	17/SP	01/31/2017	Students Identified
<input type="radio"/>	ART*5903*03 ST. SCULPTURE PROC AND POSS	01/17/17	05/12/17	ART	002	11:00AM - 01:50PM	MW	DEN	17/SP		
<input type="radio"/>	ART*5913*07 INDEPENDENT STUDY	01/17/17	05/12/17					DEN	17/SP		



- Instructors can log in as many times as needed to update the form until the Early Alert period close date. Notifications will not be sent until after the close date.
- Once the Early Alert grading period closes for the term, instructors will be able to log back into the Early Alert portal to see submissions made for the remainder of the term.
- Instructors are encouraged to provide timely feedback to students on their academic progress in the course and address any issues affecting student success.
- Instructors are also encouraged to reach out to Academic and Student Life resources that are designed to assist students facing a variety of circumstances.
- As a reminder, Early Alert is not an official grade or grading period that can affect student records. It is a student success and retention tool designed to keep students informed of their academic progress.

