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Sign up for mobile alerts from IVC. Enter your mobile #.



# Instructor Documentation

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## *Early Alert Form Instructions*

### **1. Browse to the Early Alert Form Website and Login**

In order to use the Early Alert Form you will need to visit the following link:

<https://apps.imperial.edu/early-alert>

Alternately, you can go to the Faculty and Staff page on the IVC website:

<http://www.imperial.edu/index.php?pid=4>

And then click on the Early Alert Form link:

#### **On Campus Links**

[Early Alert Form](#)

[Class Scheduling Report \(IE browser only\)](#)


[Windows XP Service Pack 3 Local Download](#)

[Office Compatibility Pack](#)

[Mozilla Firefox 3.0](#) (not recommended for Banner users)

[Adobe Acrobat 9.0 Installer](#)

When the page opens, a form will be displayed asking for your GNumber (your SSN will not work) and WebSTAR PIN:

**Imperial Valley College** *faculty login* 

You have requested access to a site that requires authentication.

IVC ID:

PIN:

Remember Me

**For security reasons, please remember to quit your web browser when you are done accessing services that require authentication.**

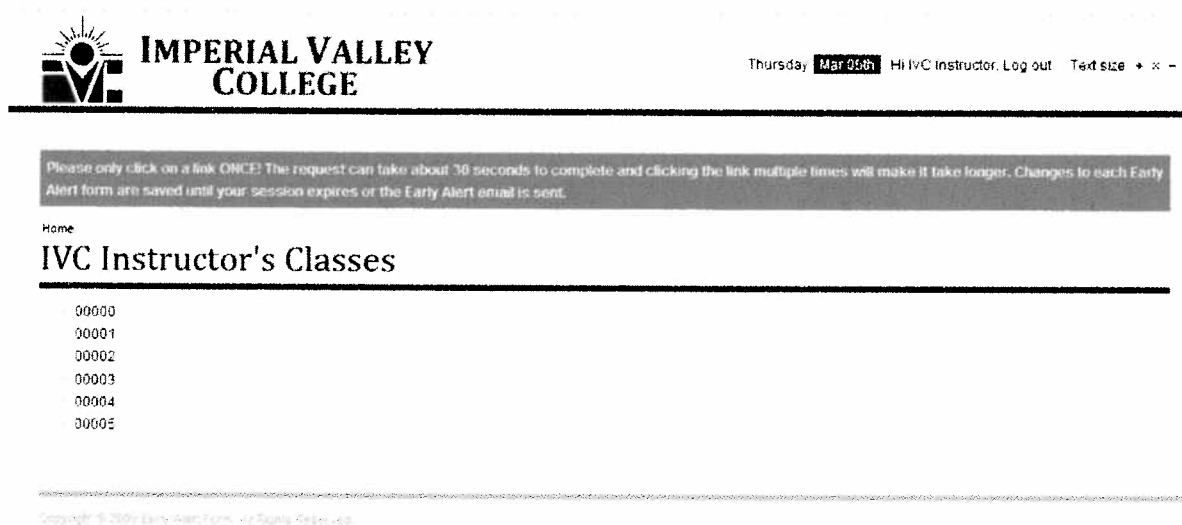
Be wary of any program or web page that asks you for your IVC ID and password. Imperial Valley College Web Pages that ask you for your IVC ID and password will generally have URLs that begin with "http://www.imperial.edu". In addition, your browser should visually indicate that you are accessing a secure page.

**Imperial Valley College**

After you fill out the login form above and click on the Login button you will hopefully be taken to the main page of the Early Alert Form application, which will be shown on the next page. If the credentials you enter are not valid you will just be taken right back to the login screen. If you continue to have trouble logging, please contact me at [omar.ramos@imperial.edu](mailto:omar.ramos@imperial.edu) and I will see what the problem is.

## 2. CRN List

The initial screen after you login is the CRN List. Which is a simple list of CRNs for the courses you are currently teaching:



The screenshot shows the Imperial Valley College logo on the left and the user's name 'Hi IVC Instructor' and 'Log out' on the right. A grey box at the top contains a warning: 'Please only click on a link ONCE! The request can take about 30 seconds to complete and clicking the link multiple times will make it take longer. Changes to each Early Alert form are saved until your session expires or the Early Alert email is sent.' Below this, the page title is 'IVC Instructor's Classes' and a list of CRNs is displayed: 00000, 00001, 00002, 00003, 00004, and 00005. At the bottom, there is a copyright notice: 'Copyright © 2009 Early Alert Form. All Rights Reserved.'

At the top of this screen is a grey box with an important message that asks you to please only click on a link once because:

**The program has to go out to the Banner database to retrieve the current class list for the CRN that the instructor clicks, which can take a long time because of all of the data that has to be sifted through. THIS CAN TAKE UP TO 30 SECONDS OR LONGER, especially during heavy load periods (usually around noon) on campus so please be patient and only click on the link once.**

The program will cache the student list retrieved from the Banner database for the current session, so any subsequent visits to the Early Alert Form for the same CRN should be very quick after the initial retrieval.

Another important feature to note is that your work in filling out an Early Alert Form is saved during the current session. This means that you can fill out the Early Alert Form for one CRN, then come back to the CRN List screen above, choose a second CRN, fill out the Early Alert Form and send it, then go back to the first CRN make your final changes and then send that one.



The last column with the "Submitted" options that are grayed out is unused by the application so you can safely ignore it.

The image shows a screenshot of a form with a grid of checkboxes. The grid has 15 rows and 5 columns. The checkboxes are arranged as follows:

<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the grid, there are three text input fields labeled "My note", "My other note", and "My other other note". At the bottom left of the form, there is a button labeled "Confirm Email".

At the bottom of the Early Alert Form page you will see the Confirm Email button, which will show you a confirmation of the data that will be sent to the Counseling office about your class.

After you have filled out the Early Alert Form to your satisfaction, go ahead and click on the Confirm Email button.

This will take you to the Confirm Email page which will look similar to the following:

## Send Email for 00002?

---

<< Make Changes

<< Back to your Class List

An email like the following will be sent if you submit this form

IVC Instructor 00002

G0000000

Instructor Comment

Note to student 1

G0000001

Instructor Comment

Note to student 2

G0000002

Instructor Comment

Note to student 3

G0000003

Instructor Comment

Note to student 4

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At this point you can click on the Send Email button which will send an email to the Counseling Office,  
Alternately you can go back and make some additional changes to the Early Alert Form you were just  
working on, or you can go back to the CRN List screen to work on an Early Alert Form for a different CRN.