

## Sending an Alert in Inspire

1. Login to INSPIRE at [INSPIRE LOGIN](#) using “NETID” or through the icon on your computer.
2. Click on “Course Alerts” which is listed under “TASKS” (see arrow in image below).

The screenshot shows the Inspire dashboard for Fayetteville Technical Community College (FTCC). The top navigation bar includes the FTCC logo, a search bar for students by name or ID, and notification and user profile icons. The main dashboard is divided into four columns: ADVISE, ENGAGE, CONNECT, and TASKS. The TASKS column is expanded, showing options for Course Alerts, REPORT, Create Reports, and Saved Reports. An orange arrow points to the 'Course Alerts' option.

3. Select the course containing the student that you want to alert (see image below).

The screenshot shows the 'Course Alerts' page in Inspire. The page title is 'Course Alerts' and it has two tabs: 'SPRING 2021 COURSES' (selected) and 'CURRENT ACADEMIC YEAR ALERT'. Below the tabs, there are three course cards for 'BIO-163 Basic Anat & Physiology'. The first two cards show 29 students each, and the third shows 9 students. Each card includes the course ID (182227, 187604, and 187606 respectively).

4. Select the student(s) then click “New Alert” (see arrows in image below).

The screenshot shows the 'Basic Anat & Physiology: Spring 2021 Alerts' page. It features a search bar for students by last OR first name. Below the search bar, there is a table of students. The table has columns for 'STUDENT', 'STUDENT ID', 'GRADE / AVG', 'UNIQUE LOGIN DAYS / AVG', 'WEEK 4 ALERT', and 'WEEK 8 ALERT'. A 'NEW ALERT' button is highlighted with an orange arrow. The table shows one student, Jane Smith, with a grade of ##### and 5/6 unique login days. There are also two orange arrows: one pointing to the 'NEW ALERT' button and another pointing to the 'STUDENT' checkbox in the table header.

<input type="checkbox"/> STUDENT	STUDENT ID	GRADE / AVG	UNIQUE LOGIN DAYS / AVG	WEEK 4 ALERT	WEEK 8 ALERT
<input checked="" type="checkbox"/> Smith, Jane	#####		5 / 6	not active	not active

5. Select the “Alert Level” using the drop-down menu (see orange arrow) and the relevant items in each list (see green arrows). You can add a private note to the advising team at the bottom (see purple arrow). To finish click “ADD” (see red arrow).



Smith, Jane  
 UNDERGRADUATE  
 Fayetteville Technical  
 Community College  
 Spring 2021 - Fall 2025

**Alert Level**



▲ High Alert

Choose High Alert if the student is in immediate danger of failure or other serious consequences. Choose Medium Alert to flag a concern that you feel might result in serious consequences if left unresolved. Give a Commendation to recognize exceptional performance.



**Concerns:**

- Your test grades are low.
- The quality of your written work needs improvement.
- You've been missing too many classes.
- You've been getting to class late.
- I'd like to hear from you more in class. Don't be afraid to speak up!
- You're missing assignments.
- You need to complete the assigned reading.
- Grades
- I'm concerned you're in danger of failing course
- Other



**Student should:**

- Contact me
- Collaborate with classmates
- Make assignments a priority
- Come to class on time
- Make attendance a priority
- Prioritize class preparation
- Prioritize test preparation
- Meet with academic advising
- Meet with the teaching assistant
- Consider withdrawing from this class
- Use the tutoring center
- Other



**Advisor should:**

- No action needed
- Discuss academic challenges
- Explore barriers to success
- Help with academic planning
- Meet with student
- Provide academic resources
- Non-academic referral
- Discuss personal challenges
- Other

Feb 11, 2021



Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

 ATTACH

CANCEL SAVE ADD

