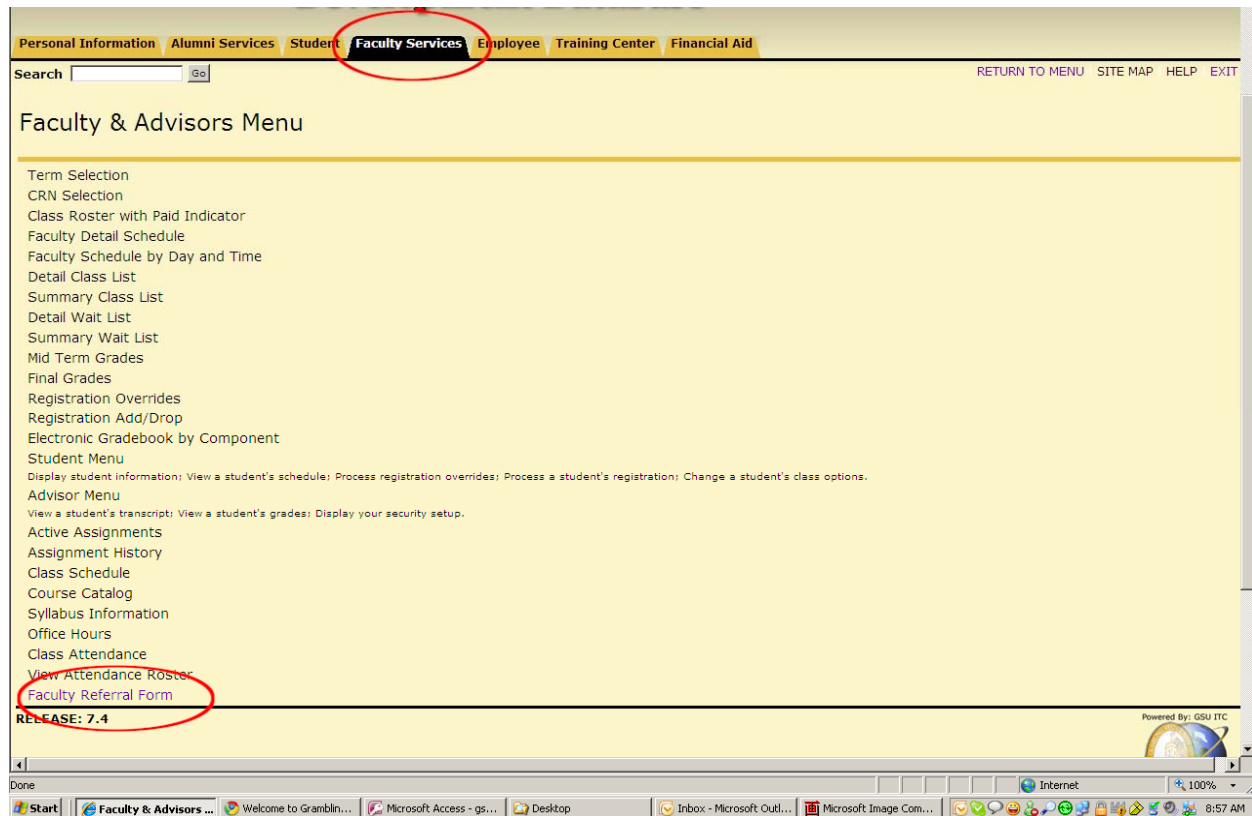
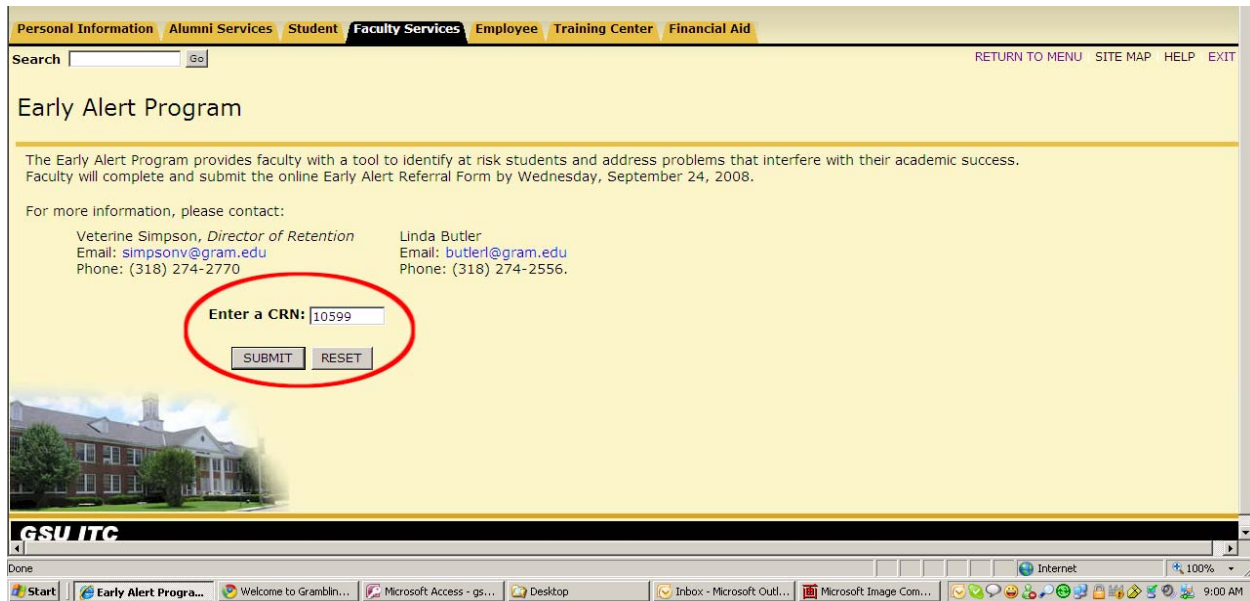


INSTRUCTIONS FOR USING FACULTY REFERRAL FORM

1. Open up a web browser and type in the university's home page <http://www.gram.edu/>.
2. Click on the gsunet link (top right side of the page; direct link <http://gsunet/>)
3. Click on the [NEW Banner](http://inb.gram.edu:7777/) link (top right side of the page; direct link <http://inb.gram.edu:7777/>)
4. Use your Banner web login username and password.
5. Click on the **Faculty Services** tab to get the faculty menu.
6. Click on the **Faculty Referral Form** link (should be the last link at the very bottom of the page).



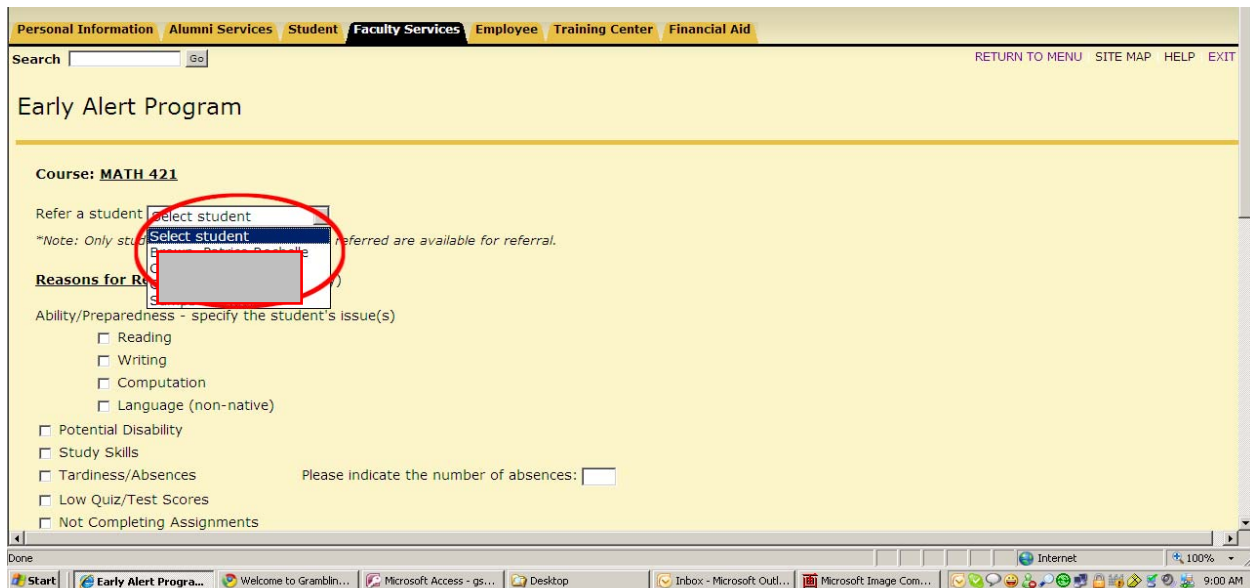
7. Enter a valid CRN OR if you currently have assigned classes in the system, a drop-down list of all your classes will be available to you and you just have to select the one you want to refer a student from.



The screenshot shows the 'Early Alert Program' web interface. At the top, there are navigation tabs: Personal Information, Alumni Services, Student, Faculty Services (selected), Employee, Training Center, and Financial Aid. Below the tabs is a search bar with a 'Go' button. The main heading is 'Early Alert Program'. Below this, there is a paragraph explaining the program's purpose and a contact information section for Veterine Simpson and Linda Butler. A red circle highlights the 'Enter a CRN' field, which contains the value '10599'. Below this field are 'SUBMIT' and 'RESET' buttons. At the bottom of the page, there is a small image of a building and the 'GSU/ITC' logo.

8. Once you've selected a valid CRN, a referral form is now available to you with a drop-down list of all the students enrolled in the course you selected.

- Select a student to refer
- Check the issues for which you are referring this student (using the checkbox). Note that that if you refer a student for tardiness/ absences, you must specify how many times the student has been tardy/ absent.
- Add any comments



The screenshot shows the 'Early Alert Program' web interface with the 'Course: MATH 421' selected. Below the course name, there is a 'Refer a student' dropdown menu, which is circled in red. Below this, there is a note: '*Note: Only students who are currently enrolled in the course are available for referral.' Below the note, there is a 'Reasons for Referral' section with a list of checkboxes: Reading, Writing, Computation, Language (non-native), Potential Disability, Study Skills, Tardiness/Absences, Low Quiz/Test Scores, and Not Completing Assignments. To the right of the 'Tardiness/Absences' checkbox, there is a text field labeled 'Please indicate the number of absences:'. At the bottom of the page, there is a small image of a building and the 'GSU/ITC' logo.

Early Alert Program - Windows Internet Explorer

http://toas.ad.gram.edu:9020/dev/bagsturefer.p_proc_cm

Yahool Search

Early Alert Program

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Early Alert Program

Course: **MATH 421**

Refer a student []

**Note: Only students who have not yet been referred are available for referral.*

Reasons for Referral (Check all that apply)

Ability/Preparedness - specify the student's issue(s)

☐ Reading

☒ Writing

☐ Computation

☐ Language (non-native)

☐ Potential Disability

☐ Study Skills

☐ Tardiness/Absences

☐ Low Quiz/Test Scores

☐ Not Completing Assignments

☐ Personal Problems

☒ Class Motivation/Attitude

☐ Other

Comments:
(This can include suggestions for student referral to specific services or further explanation of issues indicated above.)

What happens to your referral?

- If possible, please share your concerns with the student prior to submitting the referral and advise the student of the referral.
- Your referral will be passed on to the student's academic advisor and/or student services director depending on the type of intervention needed.
- You will be notified that a consultation has taken place and of the steps suggested to the student to improve the academic situation.
- The university policy on confidentiality of student information will be respected. However the benefits of sharing information with the faculty member may be discussed with the student and recommended.

SUBMIT RESET

Start | Early Alert Progra... | Welcome to Gramblin... | Microsoft Access - gs... | Desktop | Inbox - Microsoft Outl... | Microsoft Image Com... | 9:01 AM

9.SUBMIT

Personal Information Alumni Services Student Faculty Services Employee Training Center Financial Aid

Search [] Go

RETURN TO MENU SITE MAP HELP EXIT

Early Alert Program

☒ You have successfully referred: []

Course: MATH 421

The following students are now referred from this course:

1. []
2. []
3. []
4. []
5. []

RELEASE: 7.4

Powered By: GSU ITC