

Academic Alert

If you have not used Ursa or the university's e-mail system before, you will need to contact the Technical Support Center at 351-4357 (351-HELP) to set up your account before you can view Academic Alert.

1. Go online to <http://ursa.unco.edu> using an Internet browser.
2. For **User Name** enter your Ursa user name. (Fig. 1)
3. Enter your password and click Login (if you don't remember it, click on **Forgot your password?**). (Fig.1)
4. Once you are in Ursa, click on the blue **Faculty** tab. (Fig. 2)
5. Locate the **Academic Alert** channel on the page. (Fig. 3)
6. In the **Academic Alert** channel, you can click any class listed. Classes with no eligible students will not show in this view. (Fig. 3)
7. The course that you clicked in **Step 6** will open a new window with a list of your students that are eligible for **Academic Alert**. From this screen, you can change courses, mark satisfactory and areas of concern. You can also leave comments for the advisor about the student as well. (Fig. 4)

(Fig. 1)

(Fig. 2)

(Fig. 3)

Course	# of students
AS-302-006	9
ASLS-720-200	3
BAFN-370-026	36
BAMG-355-026	35

(Fig. 4)

Student	Assessment	
Student 1 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 2 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 3 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 4 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 5 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 6 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 7 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 8 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset
Student 9 Name	<input type="radio"/> Satisfactory <input type="radio"/> Unsatisfactory	Show Comments & Concerns reset

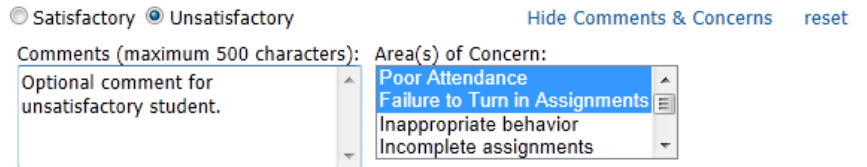
8. To mark a student's performance as satisfactory you can click on the **Satisfactory** button for that student. You can also leave a comment. You can click **reset** to clear the concerns and the satisfactory state.(Fig. 5)

(Fig. 5)



9. To mark a student's performance as unsatisfactory you can click on the **Unsatisfactory** button for that student. You may select multiple reasons by holding the **ctrl** key on your keyboard and clicking on the reasons. You can also choose to leave a comment that will only be viewable by the student's advisor. (Fig. 6)

(Fig. 6)



10. When you are done making changes you can click the **Save** button on the top-right of the window.

(Fig. 7)



11. If there were any problems saving, a message will appear at the top of the page to inform of the problems. (Fig. 7)

12. You can check the status of each student by the icon to the left. A **yellow exclamation mark** indicates a student that has not been modified, a **red exclamation mark** indicates a problem while saving the student, and a **green check mark** indicates that the student data was saved successfully. (Fig. 8)

(Fig. 8)

