Instructions for Submitting Academic Early Alerts for Fall 2020 Second Half term Courses on KeanWISE
(Kean USA only)

All instructors of Kean USA undergraduate and graduate courses are required to submit Academic Early Alerts (grades and/or comments) for the students enrolled in their courses. These alerts will reflect your assessment of student performance in the beginning of the session. Information for Wenzhou-Kean will be sent separately.

Academic Early Alerts are meant to provide students with early feedback on how they are performing in your class. These reports will also be shared with students' faculty advisors and with Student Success and Retention staff who will intervene with those students for whom you submit poor or failing grades/comments. Students whose Academic Early Alerts indicate they are at risk for earning poor final grades will be connected with the appropriate services (e.g., tutoring, workshops, advisement, and/or counseling) to help them improve their academic performance in time to impact their final grades.

Academic Early Alerts are submitted on the Academic Early Alerts screen on KeanWISE, the University's web-based information system. **Reports can be submitted beginning today and are due no later than noon on Wednesday, December 2.** You will benefit students and their advisors by submitting progress reports as early as possible within this time frame.

Instructions for submitting Academic Early Alerts via KeanWISE's Academic Early Alerts screen are included in this memo. The procedures are similar to those for submitting final grades.

The students in your class are being notified about the purpose and timing of Academic Early Alerts. Students will be able to view their Academic Early Alerts on KeanWISE as soon as they are entered. These alerts will not appear on students' transcripts or become part of their permanent records. Academic Early Alerts are for immediate, short-term informational/advisement/intervention purposes only. Academic Early Alerts will be replaced by the final grade.

IMPORTANT: If you have not logged into KeanWISE lately, please login to make sure you recall your login (Username) and password (PIN) information. If you have forgotten your password and are unsuccessful in resetting it via the KeanWISE Forgot My Password link, please contact the Office of Computer and Information Services at (908) 737-6000 to have it reset. Passwords can be reset only during normal business hours. If you change your Password, remember your new Password must be six to nine characters in length and must include both letters (case sensitive) and numbers.

KeanWISE Faculty Instructions for Submitting Academic Early Alerts:
To Access KeanWISE

- Access Web through your internet browser
- Go to www.kean.edu (Kean University webpage)
- In the Quick Links menu click on KeanWISE
- Review message page

To Log In

- Click Log In
- Enter Your User Name (lower case) and PIN
- Click SUBMIT

To Select Grading Option

- Click on Faculty Menu (upper right corner)
- Click on Academic Early Alerts under Faculty Information section
- Select correct term (required)
- Select correct course (required)
- Enter appropriate grading information* and/or comments** for each student
- Scroll down and click SUBMIT

*Appropriate grades are A, A-, B+, B, B-, C+, C, D, and F. *P (Passing), S (Satisfactory) or U (Unsatisfactory) are also options if the course is a Pass/Fail course.* Grades of P, S, U, or F should be accompanied by the appropriate comment(s). Incomplete is not a valid Academic Early Alert.

**In addition to, or instead of, submitting a grade for each student, you can also submit comment(s) from the drop-down menu:

- Satisfactory Progress
- Exceptional Progress
- Missing Assignments
- Multiple Absences
- Low Test/Quiz Scores
- Schedule Meeting with Instructor
- Recommend Tutoring (Assistance)
- Recommend Writing (Assistance)
- Public Speaking (Assistance)
- Visit Learning Commons (for resource assistance)
- Unprepared for Class
- Unsatisfactory Work

Note: You can click on the Grading Instructions faculty menu option if you want additional documentation on grade submission procedures or instructions on printing rosters for your records.

Remember to log out.