

Issuing an Ad-Hoc Alert, Kudo, or Referral

Login to MavCONNECT

1. Log into MavCONNECT: <https://link.mnsu.edu/navigate> using your StarID@minnstate.edu and password information.
2. To send an alert, kudo, referral from your class roster, **ensure you see Professor Home** when you log in. If you see Staff Home at the top left of your screen, click the triangle next to it to switch to Professor Home.
3. Under Professor Home, you will see a list of your assigned courses. Scroll down the page to see a table with the heading Students in My Classes.



4. To send an alert from your list of students, check the box next to the student’s name and then select “Issue Alert” from the Actions drop-down menu (screenshot above).
5. Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

ISSUE AN ALERT ✕

Student Terrence Abernathy

Please select a reason for this alert Select at least one

Is this alert associated with a specific class? Optional

Additional Comments

Please enter a comment.

Cancel Submit

6. Select at least one reason for issuing this alert. Current reasons include:

- Course Progress Concerns
- Currently Failing Class
- General Concern
- Kudos/Student is doing well
- Referral-IT Solutions
- Referral-Mav reCONNECT
- Referral- MavPASS
- Referral- Tutoring

7. Add any additional comments you have for your submitted alert. These comments may be shared with students so be sure to write them as if you are speaking to the student directly.

Best practices with alert comments include:

- notes on what you have done to assist or reach out to the student prior to submitting the alert. It is ideal that you have tried to communicate with the student about this issue, referral, etc. prior to submitting the alert,
- provide a summary statement of the problem or recommendation that can help the student and/or campus partners initiate a conversation with the student,
- do not include specific personal or sensitive information in comments. Indicate the course associated with the Alert issued – Select specific course for the Alert whenever possible.

8. To send the alert click “submit.” A message is sent to the student.

The message will include:

- instructor name
- course name
- alert reason and instructions to contact the instructor(s) and other support staff.

Note: An alert notification may also be sent to the student’s assigned success team members. The alert is noted in MavCONNECT to help monitor student outreach and intervention activities. The Issued Alerts section on the Professor Home page allows faculty to see alerts they have issued in MavCONNECT.