STEP 1

Log into Civitas

STEP 2

Click on course tile.

STEP 3

This will take you to the course page which lists all students in the course
STEP 4

Click on + add general alert on the student line

STEP 5

Select alert type

Add info here.
STEP 6

Select Concerns from List

You can also select actions for the student and advisor for follow-up.

![Select Concerns from List](image)

STEP 7

Add notes related to the alert

![Add notes related to the alert](image)
STEP 8

Click on ADD in the bottom corner

STEP 9

Click ADD on the confirmation screen
STEP 10
Alerts will show in list under Current Academic Year Alerts

STEP 11
Comments
You can view comments from other faculty and staff members. You can also click the comment button to add additional notes.
STEP 12

**Adding more information to an alert**

After selecting the notes button, type notes and click add.

STEP 13

**Resolved alerts will have a checkmark**
Click the name of student and you can see comments related to the resolution.

Resolution Comment:
Vera has connected with faculty member and has a plan in place to be successful in the course. Will follow-up if needed based on midterm grades.

Resolved by:
Simpson, Nikki