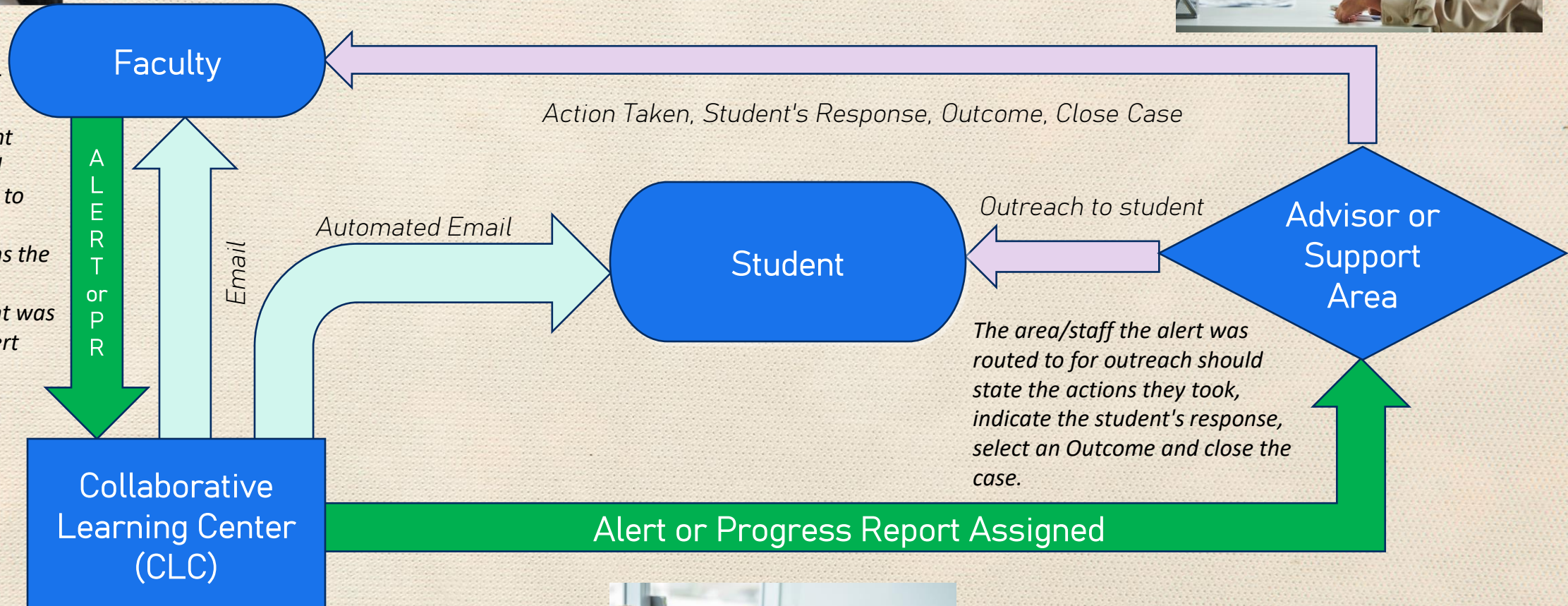


Early Alert and Progress Report Workflow



When an Early Alert or Progress Report is submitted, your student receives an automated email prompting them to contact you and their advisor. The CLC assigns the case and updates it indicating your student was contacted and your alert acted upon.



As the clearinghouse for all alerts and Progress Reports, CLC emails your student with tutoring information and assigns the alert to a support area or advisor for outreach to the student.



***Instructors and program/major advisors can be made the "Owner" of a case or have cases assigned to them. They can also reopen closed cases and update them with the latest information.**