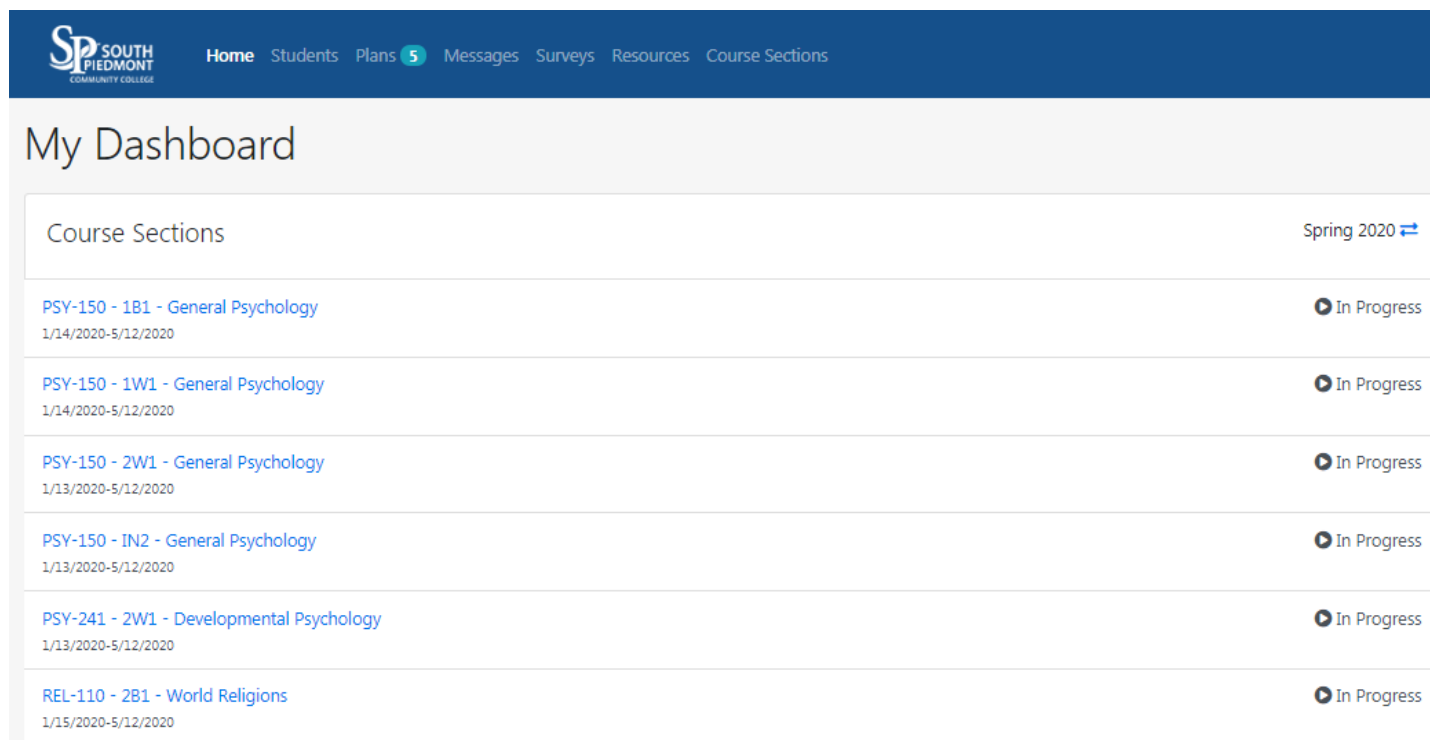


# RAISING ALERTS IN AVISO

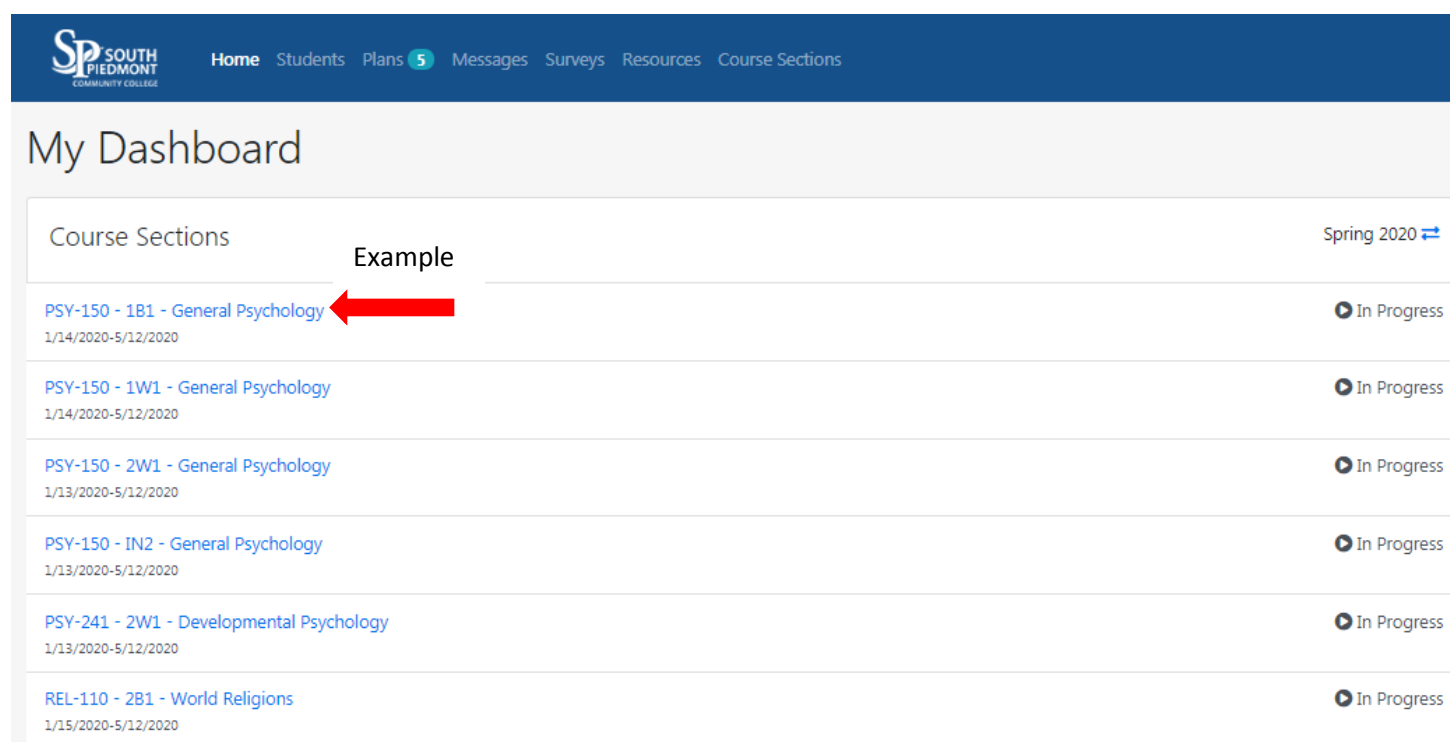
1. Please log in to AVISO using your SPCC email and password- go to [spcc.avisoapp.com](http://spcc.avisoapp.com), or click on AVISO from the “Student Panel” on the main website ([www.spcc.edu](http://www.spcc.edu)), or you can click the hyperlink of AVISO in Moodle.
2. On your homepage, you should see “My Dashboard”. See picture below.



The screenshot shows the AVISO interface. At the top is a dark blue navigation bar with the SPCC logo and links for Home, Students, Plans (with a '5' badge), Messages, Surveys, Resources, and Course Sections. Below this is a light gray header with the text "My Dashboard". The main content area is a table with the following data:

Course Sections	Spring 2020
<a href="#">PSY-150 - 1B1 - General Psychology</a> 1/14/2020-5/12/2020	In Progress
<a href="#">PSY-150 - 1W1 - General Psychology</a> 1/14/2020-5/12/2020	In Progress
<a href="#">PSY-150 - 2W1 - General Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">PSY-150 - IN2 - General Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">PSY-241 - 2W1 - Developmental Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">REL-110 - 2B1 - World Religions</a> 1/15/2020-5/12/2020	In Progress

3. Click on the designated section that you would like to identify students for alerts.



This screenshot is identical to the one above, but includes a red arrow pointing to the first course section, "PSY-150 - 1B1 - General Psychology". The word "Example" is written above the arrow. The table data is the same as in the previous screenshot.

Course Sections	Spring 2020
<a href="#">PSY-150 - 1B1 - General Psychology</a> 1/14/2020-5/12/2020	In Progress
<a href="#">PSY-150 - 1W1 - General Psychology</a> 1/14/2020-5/12/2020	In Progress
<a href="#">PSY-150 - 2W1 - General Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">PSY-150 - IN2 - General Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">PSY-241 - 2W1 - Developmental Psychology</a> 1/13/2020-5/12/2020	In Progress
<a href="#">REL-110 - 2B1 - World Religions</a> 1/15/2020-5/12/2020	In Progress

- The course roster will appear with your students' names.
- Check the box on the left-hand side for the student you would like to raise an alert.
  - Please be careful not to click "multiple" boxes by accident.



SP SOUTH PIEDMONT COMMUNITY COLLEGE Home Students Plans 5 Messages Surveys Resources Course Sections

Message Alert Cancel Meeting

### PSY-150 1B1 Tue, 2/18/20, 11:45 AM - CLASS ▾

Student

- MA 96%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- JB 96%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- 45%  
Associate in Arts  
Academic Probation Students Needing Gateway English Anson County Early College High School Student First Term: 2018SP
- HB 0%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- HB 94%  
College Transfer Pathway Leading to Associate in Arts

- Once you check that box, click "Alert" that is toward the top of the page.

SP SOUTH PIEDMONT COMMUNITY COLLEGE Home Students Plans 5 Messages Surveys Resources Course Sections

Message **Alert** Cancel Meeting


### PSY-150 1B1 Tue, 2/18/20, 11:45 AM - CLASS ▾

Student

- MA 96%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- JB 96%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- 45%  
Associate in Arts  
Academic Probation Students Needing Gateway English Anson County Early College High School Student First Term: 2018SP
- HB 0%  
College Transfer Pathway Leading to Associate in Arts  
First Term: 2019FA Anson High School High School Student
- HB 94%  
College Transfer Pathway Leading to Associate in Arts

7. A “New Staff-Initiated Alert” window will appear.

### New Staff-Initiated Alert


 Staff initiated alerts will be submitted to the appropriate staff members based on permissions.

Staff Initiated Alert For

Alert Reason \*


Select...

Recipients \*

 Please select an early alert reason

Message \*


Enter Message

 Send

 Cancel

8. Please select an “alert reason” from the drop-down choices.

### New Staff-Initiated Alert

 Staff initiated alerts will be submitted to the appropriate staff members based on permissions.

Staff Initiated Alert For

Alert Reason \*

Select...

Counseling Concern

Course Performance Concern

Referral to Academic Advising (Registration and Course Planning)

Referral to Academic Support Center (Tutoring)

Referral to Career Services

Referral to Financial Aid




9. Please write in the message box why you are raising the alert. It will let you know under “recipients” who will be receiving this alert. Press, “send” when you are finished.


**\*Please continue to use clear, objective language in these flags**

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### New Staff-Initiated Alert

 Staff initiated alerts will be submitted to the appropriate staff members based on permissions.

Staff Initiated Alert For

 [redacted] will not be notified of this alert.

Alert Reason \*

Course Performance Concern


Recipients \*

Staff member name will show

Message \*

Enter Message



 Send

× Cancel