

1. From your faculty Banner Page, click the “**DSASA-Academic Alert to Dean**” link to access the system.

Faculty and Advisors



Click on Term Selection to select correct term before you proceed.

Term Selection

Select a term before you proceed.

FERPA Tutorial

Course Descriptions and Departmental Requirements (ORC)

Lookup Classes -- this option opens in a separate window

Timetable and NRO Listing

Course Enrollment Priorities

CRN Selection

use this to select a course section.

Class Rosters and Bounce Lists

Blitzlists, rosters and photo rosters for Dartmouth courses

First-Year Advising

Show Undergraduate Dean

First-Year Seminar Descriptions

Writing 5 Section Descriptions

Citations

Course Assessment Reports

Opens in a new browser window

Course Assessment Preview Survey

View Failure Reports

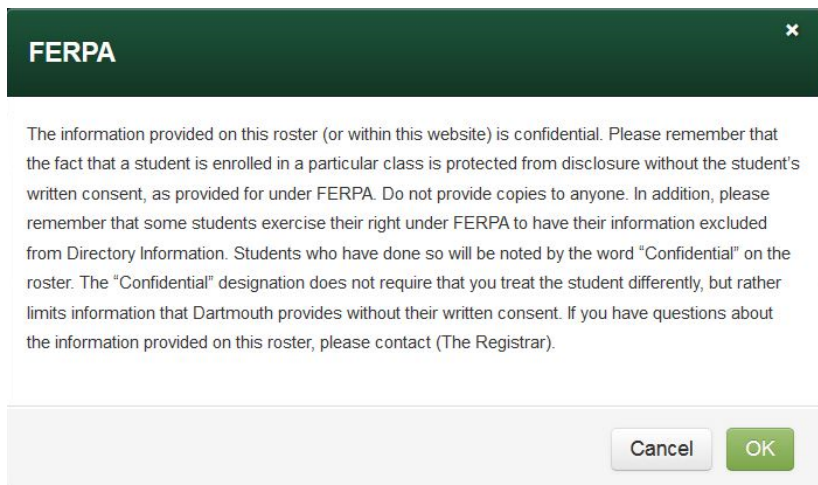
Timetable Preview Utility

DegreeWorks (Degree Audit and Program Planner)

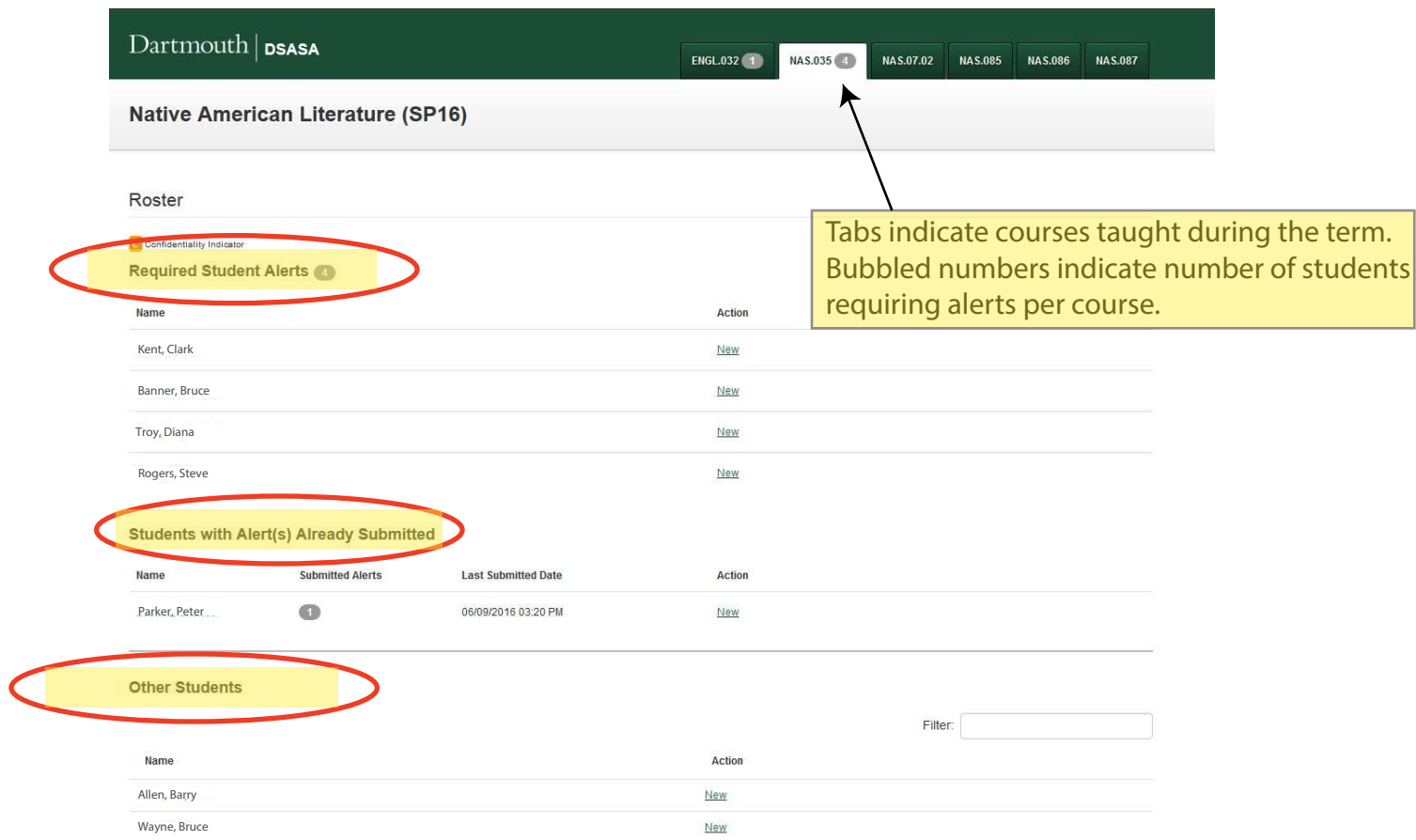
Major/Minor Dashboard

DSASA-Academic Alert to Dean

2. Once logged-on, a notice regarding the Federal Educational Rights and Privacy Act (FERPA) will appear. Once you understand the terms, please click “OK.”



3. Next, you will be taken to your faculty main page. This page will include a tab for all of your current courses and include rosters for each course. Rosters will be divided into distinct groups: **Required Student Alerts** (students that are of concern and require attention and reporting), **Students with Alert(s) Already Submitted** (a list of alerts you submitted previously), and **Other Students** (these are the remaining students on your roster).



The screenshot shows the Dartmouth DSASA faculty main page for the course "Native American Literature (SP16)". At the top, there are tabs for different courses: ENGL.032 (1), NAS.035 (4), NAS.07.02, NAS.085, NAS.086, and NAS.087. An arrow points from a yellow callout box to the NAS.035 (4) tab. The callout box contains the text: "Tabs indicate courses taught during the term. Bubbled numbers indicate number of students requiring alerts per course." Below the course tabs, the page is titled "Native American Literature (SP16)". Under the "Roster" section, there are three main categories, each with a yellow header bar and a red circle around it: "Required Student Alerts (4)", "Students with Alert(s) Already Submitted", and "Other Students". The "Required Student Alerts" section shows a table with columns "Name" and "Action", listing Kent, Clark; Banner, Bruce; Troy, Diana; and Rogers, Steve, each with a "New" link. The "Students with Alert(s) Already Submitted" section shows a table with columns "Name", "Submitted Alerts", "Last Submitted Date", and "Action", listing Parker, Peter with 1 submitted alert on 06/09/2016 03:20 PM, and a "New" link. The "Other Students" section shows a table with columns "Name" and "Action", listing Allen, Barry and Wayne, Bruce, each with a "New" link. A "Filter:" input field is located to the right of the "Other Students" section.

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ENGL.032 1 NAS.035 4 NAS.07.02 NAS.085 NAS.086 NAS.087

Native American Literature (SP16)

Roster

Confidentiality Indicator

Required Student Alerts (4)

Name	Action
Kent, Clark	New
Banner, Bruce	New
Troy, Diana	New
Rogers, Steve	New

Students with Alert(s) Already Submitted

Name	Submitted Alerts	Last Submitted Date	Action
Parker, Peter	1	06/09/2016 03:20 PM	New

Other Students

Filter:

Name	Action
Allen, Barry	New
Wayne, Bruce	New

4. To submit a student alert, click “New” just to right of the student’s name.

Native American Literature (SP16)

Roster

 Confidentiality Indicator

Required Student Alerts 4

Name	Action
Wayne, Bruce	New
Lane, Lois	New
Richards, Reed	New
Richards, Sue	New

5. You should now be on the alert page. At the top of the page you will see **Student Name, Dean's Name, Course, Term Code, and Faculty**. You should also see an **unofficial grade scale, attendance and late submission or missing assignments scales, Other Concerns** comment box, and **Resource utilization** check boxes.

New Alert

The information you provide allows undergraduate deans to identify students in need of support and ongoing encouragement. You do not need to complete all categories, but please fill out as much information as you feel necessary to give us an accurate picture of the student's standing in your course. Comments are always helpful in understanding a particular rating. Thank you.

Student Name Stark, Tony
Dean's Name Susan M. Taffe Reed
Course NAS 035
Term Code 201603
Faculty Walker, John

reason	rating	comments
Unofficial grade	<p><input type="radio"/> A</p> <p><input type="radio"/> B</p> <p><input type="radio"/> C</p> <p><input type="radio"/> D</p> <p><input type="radio"/> E</p> <p><input type="radio"/> Unable to evaluate at this time</p>	<input type="text"/>
Attendance	<p><input type="radio"/> Poor</p> <p><input type="radio"/> Average</p> <p><input type="radio"/> Excellent</p>	<input type="text"/>
Late submission or missing assignments	<p><input type="radio"/> Poor</p> <p><input type="radio"/> Average</p> <p><input type="radio"/> Excellent</p>	<input type="text"/>
Other Concerns		<input type="text"/>
Resource utilization	<p><input type="checkbox"/> Office Hours</p> <p><input type="checkbox"/> Study Groups</p> <p><input type="checkbox"/> Teaching Assistant</p> <p><input type="checkbox"/> Other (please identify in comment box)</p>	<input type="text"/>

Cancel

Save

6. Once you have completed the alert, including as much detail as possible, be sure to click **save** if you wish to submit the alert to the undergraduate dean. Click **cancel** if you want to delete the alert.

New Alert

The information you provide allows undergraduate deans to identify students in need of support and ongoing encouragement. You do not need to complete all categories, but please fill out as much information as you feel necessary to give us an accurate picture of the student's standing in your course. Comments are always helpful in understanding a particular rating. Thank you.

Student Name Kent, Clark
Dean's Name Susan M. Taffe Reed
Course NAS 035
Term Code 201603
Faculty Rogers, Steve

reason	rating	comments
Unofficial grade	<input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input checked="" type="radio"/> D <input type="radio"/> E <input type="radio"/> Unable to evaluate at this time	Did well below median on first two quizzes
Attendance	<input checked="" type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Excellent	Has averaged an absence per week thus far
Late submission or missing assignments	<input type="radio"/> Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent	Late with 2-3 short assignments. Others were on time.
Other Concerns		Not taking advantage of the review sessions my TA offers
Resource utilization What resources do you suggest the student utilize to improve the situation?	<input type="checkbox"/> Office Hours <input checked="" type="checkbox"/> Study Groups <input checked="" type="checkbox"/> Teaching Assistant <input checked="" type="checkbox"/> Other (please identify in comment box)	I recommend using a writing tutor as well

Cancel

Save

7. Once you click save, you will be taken back to your course roster where a message at the top will note, **“The alert of STUDENT NAME is successfully submitted.”** This means the alert has been submitted to the student’s undergraduate dean. The student’s name will no longer appear in the **Required Student Alerts** section of your roster, but will instead appear under the **Students with Alert(s) Already Submitted** section. Repeat step six for all students requiring an alert. To submit additional alerts for a student, simply click **“New”** just to the right of that student’s name in the **Students with Alert(s) Already Submitted** section. There is no limit on the number of alerts you can submit on behalf of student during the term. To review your previous alerts, click the student’s name and you will be taken to an alert summary page for that individual student.

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Reading Course (SP16)

The alert for Reed Richards is successfully submitted.

Roster

Confidentiality Indicator

Required Student Alerts

No students need alert

Students with Alert(s) Already Submitted

Name	Submitted Alerts	Last Submitted Date	Action
Kent, Clark	2	06/14/2016 10:29 AM	New

Other Students

Name	Action
Banner, Bruce	New
Allen, Barry	New

8. To submit an alert for a student not listed under the **Required Student Alerts** section, but of concern nonetheless, find the name of the student in the **Other Students** section of the roster and click **“New”**. Repeat step six for this student.