How to...Send a Student a Progress Alert Email

The goal of this Progress Alert Program is to give faculty the opportunity to communicate directly with students when there is a concern for student performance. It is initiated by faculty and allows a message to be written to each student. Its objective is to increase student success by providing early notification in multiple ways of issues such as lack of attendance or very poor initial performance by students. It should be used even when the course is held entirely on-campus.

1. In Blackboard in the My Courses module, choose the course in which the student is enrolled.

2. On the course menu, click the Progress Alert Program link.

3. On the Progress Alert Program page, click the green Email a Progress Alert link.

4. Select and move the Student’s name and “Alert, TRCC Progress” from the Available to the Select box using the right arrow. Make sure that only those two items appear in the Selected box.

5. In the Subject, type Progress Alert and the student’s Banner ID Number.

6. In the Message, state the progress deficiency, provide any details that would help, and offer your academic support. A sample is shown on the next page. Be sure to type the student’s full name somewhere in the email to help the counselors.
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7. When complete, click the Submit button in either the top right-hand or bottom right-hand portion of the page.

8. Blackboard immediately will show you a confirmation that the Email was sent.

Notes
--The Progress Alert Program menu item should not be available to students. The slash shown in the image means it is hidden from students.

--The Email tool does not need to be available to students in order to send this email but it does need to be included in the course. Email is a part of the Three Rivers course template. The slash shown in the image means it is hidden from students.