Submitting alerts from Class Rolls.

Access the Student Alert System by logging into www.myuk.uky.edu.

The Class Rolls option allows you to make one alert type for multiple students.

You can submit only academic alerts. No behavioral alerts can be made under this option.

For additional questions or assistance when working in the Student Alert system, please contact early.alert@uky.edu.
Access the Student Alert system through the "FACULTY SERVICES" tabs.

Select CLASS ROLLS.

Selecting CLASS ROLLS will bring you to this screen where you should see the default academic year listed.

Type in your course prefix and number in the box SEARCH FOR CLASS. Then click on the GO button.
You will see:
Your course and your course section listed.
Your name as the instructor in parentheses.

Click on the course section.

Click on the STUDENT ALERT icon/button.

Example: Lennon, John 12345678
McCartney, Paul
Starr, Ringo
Harrison, George
Best, Pete

LENNJ1
BESP5
MCAR2
STARR3
HARRG4

harrison.george@uky.edu
BESP5@uky.edu
starr.ringo3@uky.edu
mccartney.paul02@uky.edu
lennon.john@uky.edu
Step 1:
In the STUDENTS table, select the student or students you would like to flag for alerts. “Send email to student” is automatically checked for the respective student. The instructor can un-check the box if they wish to withhold email to the student. (Exception: “Planning to leave UK” is not sent to the student).

Step 2:
Under ALERT TYPE (this is a drop down menu), select the type of alert.

NOTE: When making alerts, you can do one alert type for multiple students. For example, Paul, George and John all “Missed Classes”. You will be able to check those student boxes, and select the alert.

If you need to submit TWO different types of alerts for the same student, those alerts need to be made separately. For example, Ringo may be flagged for “Missed Classes” and “Homework Quality Poor”. One alert will be submitted for “Missed Classes”, and another for “Homework Quality Poor”.

Use the COMMENTS/DESCRIPTION field to enter additional information or notes.

Now that you have completed the alert and are satisfied with your entries, click the SUBMIT ALERT button. A pop-up window will appear to confirm that your alert has been submitted successfully and will be sent to the appropriate individuals for review.

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