**Academic Alert submissions in bulk**

For the Fall 2018 term, faculty teaching courses with enrollment of more than 100 students may utilize an alternate academic alert submission process in addition to the features available in the myUK class roster.

By utilizing the excel template provided for Academic Alerts, a course instructor should email the submission to [dl_mpwsupport@uky.edu](mailto:dl_mpwsupport@uky.edu) and Information Technology Services (ITS) staff will process the file and upload the data into the Academic Communication Tool (ACT). ACT is the academic alert management system utilized by University of Kentucky. Once the data is received, appropriate alerts will be generated by the system.

Please review the guidelines below on completing the template. If you have any technical issues with this process, please report those to [dl_mpwsupport@uky.edu](mailto:dl_mpwsupport@uky.edu).

For more information on ACT visit: [https://www.uky.edu/studentacademicsupport/ACT-alert](https://www.uky.edu/studentacademicsupport/ACT-alert)

**Excel Template guide:**

Complete the marked fields in the template for each course.

**Course information:**

- The Issuer’s linkblue ID
- Term (Year)
- Term (Period)
- Course Prefix
- Course Number

**Messages:**

- Include the appropriate message to students for all alert types. Students will receive the messages for the alert types selected for them.
- Add any additional messages to advisors for each alert type.
- If you have multiple messages for one alert type due to several thresholds, then please submit additional files for each of those thresholds.

Example: Alerting students who have a 40% - 70% on "Poor Performance" Alert type with one message and students that have less than 40% with another message- please separate into two different spreadsheet submissions

**Student information:**

- Student’s linkblue ID
- Student Number
- Student Last Name
- Student First Name
- Put an X in the appropriate alert type(s)
- Add the course section for each student