How to Post Early Alerts

This help aid will walk you through how to submit early alerts and verify that early alerts have posted correctly.

Log into your mystarkstate portal account and click on the Faculty/Advisors tab (reference figure 1).

Under the Grades and Early Alerts channel select Enter Early Alerts (reference figure 2).

Select the current Term and click the Submit button (reference figure 3).

Select the CRN of the class you want and click the Submit button (reference figure 4).

The Mid Term Grades page will load with the class information and class roster. Under the Grade column, select an option from the drop down menu for each student (reference figures 5 & 6).
Use “U” for the midterm grade of any student doing unsatisfactory. The grade for all remaining students will stay “S”.

**NOTE:** There is a 60 minute time limit for entering grades. Click the submit button often to assure the grades entered have been saved. If you did not save after 60 minutes, you will be automatically logged out of the page and all changes not saved will be lost.

Once your grades have been entered, click the **Submit** button at the bottom of the form.

Each time the **Submit** button is clicked and a change has been made, the page will reload with a message verifying “The changes you made have been saved successfully” (reference figure 7). If you receive an error message, make any corrections and click the **Submit** button again.

To post additional courses, click **Back to Faculty/Advisors Tab** at the top left hand corner of the screen (reference figure 8) and repeat the above steps.

To verify your submitted early alerts, click the **Class List** icon under the **Faculty Dashboard** channel (reference figure 9). The midterm grades for each student should appear under the midterm category.

**NOTE:** Once the date to submit early alerts has past and grades have been rolled to history, you will no longer be able to change them thru Self-Service Banner.

This completes posting early alerts.