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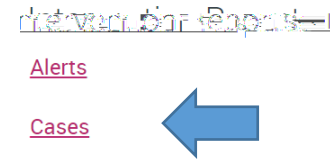
Advisors

An electronic "case file" where staff and instructors across departments (e.g., financial aid, bursar, tutoring, and advising) can coordinate and collaborate on the follow up with students. Cases create a more formalized next step for action or intervention on an issued alert. Alerts provide and with the ability to draw attention to students or prompt a referral with another department using the platform. Alerts are completed as necessary between early alert progress report campaigns.

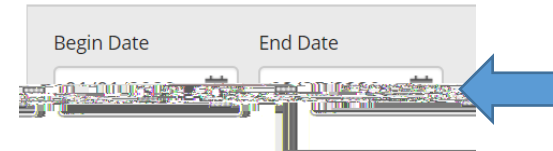
The primary assigned advisor in the Banner screen SGAADVR for each student. When the primary advisor is unable to manage the case/s then a secondary advisor is to step in.

Alerts and cases provide and with the ability to draw attention to students that maybe at-risk of failing and/or need support. We encourage advisors to monitor the at-risk students and are encouraged to reach out to the students.

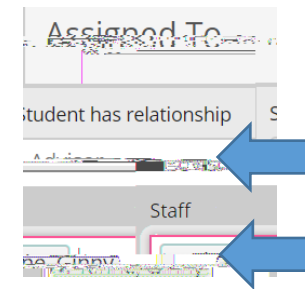
1. Click on the Reports icon (left side panel) from Staff Home page.
2. Click on Intervention Reports Cases



3. Set the timeline you wish to review



4. Select the assigned to advisor and type in the name of the advisor (assigned advisor in Banner- SGAADVR).



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Need assistance?