FOCUS—powered by Starfish—Early Alert System

What is FOCUS Early Alert?

- A powerful success monitoring tool that facilitates communication between the instructor, support services, and students.
- Early Alert gives the student early feedback on course progress, and helps the college offer early intervention to students at risk.

How Can I Access FOCUS Early Alert?

- Log-in to Blackboard with your CSCC username and password
- Under TOOLS on left, click FOCUS

How Can I Use FOCUS Early Alert?

- System-raised- automatic notice
  - If you use Blackboard grade book, FOCUS will pull information from the CALCULATED TOTAL COLUMN. If the grade drops below successful completion (you tell us what that is), FOCUS raises a notice automatically to the student and clears the notice when a student’s grade goes above the successful completion value.
  - FOCUS can be customized to automatically raise a notice to meet your individual needs (for example, not logging into course for a certain number of days, missing assignments, etc.)
  - To set up system-raised notices, contact mmcwill1@cacc.edu. In the e-mail, please provide your class sections and synonym number (5 digit), along with what types of system-raised notices you wish to set.

Sample Survey

- Periodically throughout the semester all instructors will receive an email containing a survey.
  - The survey will include tracking items (academic performance, attendance, tutoring referrals, advising referrals, kudos) across the top and the class roster down the left-hand side. Click the corresponding bubble for each tracking item you wish to raise; then, click save.
How Can I Use FOCUS Early Alert? (Cont.)

- Manually
  - Raise flags (notices)
  - Give kudos
  - Make referrals to various support services on campus
  - Comment on existing notices (i.e. student has addressed the concern with you but has not resolved the issue yet)
  - Resolve or clear concerns or kudos when appropriate (i.e. student has brought grade to successful completion level)
  - Log Attendance for classes
  - Create profile

For more information, training updates, or to schedule a 15-minute classroom presentation contact

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