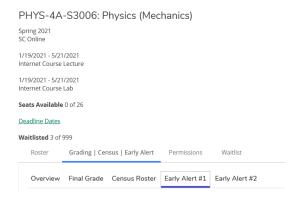
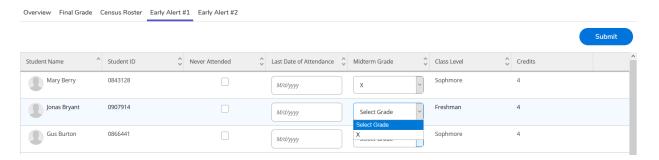
MyShasta - Faculty - Early Alert

1. Select the *Grading | Census | Early Alert* tab and then the *Early Alert #1 or #2* tab. (#1 is the typically the week 3 early alert session, and #2 is the week 8 session.)



2. To flag a student as needing attention, select the 'X' grade in the Midterm Grade column. If they don't need it to be flagged, leave the field blank.



3. When you're finished, use the Submit button to submit your report.