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TO: Lehman College Faculty

FROM: Peter O. Nwosu, Provost and Senior Vice President for Academic Affairs and Student Success

SUBJECT: Lehman 360 Early Alert System

DATE: March 28, 2020

Dear Faculty,

Thank you for all that you are doing to help Lehman students succeed during these difficult times! We know that the transition to online courses is going to be challenging for many of our students. We also realize **that you may need some assistance communicating with at-risk students regarding their performance in your class**. As a result, we wanted to reintroduce the **Lehman 360 Early Alert System**.

Early Alerts help you to connect with academic advisors to provide additional support for undergraduate and graduate students whose academic success may be at risk. Dedicated advisors are available to interact with students via a variety of methods including email, text, telephone, and virtual discussion platforms.

We have made two important changes to the L360 Early Alert system here at Lehman:

1. **“No contact/activity since instructional recess”** is a new alert option that you can select. When this alert is selected, students will receive both an email and a text message within 1-2 business days providing general information that an alert has been raised and provide links to important resources. As with all alerts, the appropriate advising unit will also be notified so that they can follow up with the students directly. You will receive an automated message in Lehman 360 once action has been taken by an advisor for any alert that you submit.
2. We have expanded beyond the pilot cohort and have **made it possible for all faculty members to trigger early alerts for any Lehman student**.

You can **access the “Course Activity Overview” report in Blackboard** to see whether a student has logged into the course. This will also allow you to see data on each student’s time spent in the course, activities that they engaged in, etc. *Please note that this report can take a few minutes to run once you submit the request.* [Click here](#) for instructions on how to access this report.

As we navigate through this new landscape together, please take advantage of the [L360 Early Alert System](#). You can access the Early Alert system by logging in to [Lehman 360](#) and choosing ‘Class Roster’ from the options on the left.

For more detailed information about the early alert system, including other types of alerts that you can trigger and the resulting actions, please refer to the [SRH-Early Alert-Instructor-Manual](#). If you have general questions about the early alert system, please contact Ronald Banks at ronald.banks@lehman.cuny.edu. For technical support, please email faculty.help@lehman.cuny.edu.

