

ClassMate: Student Alert Management



February 2021

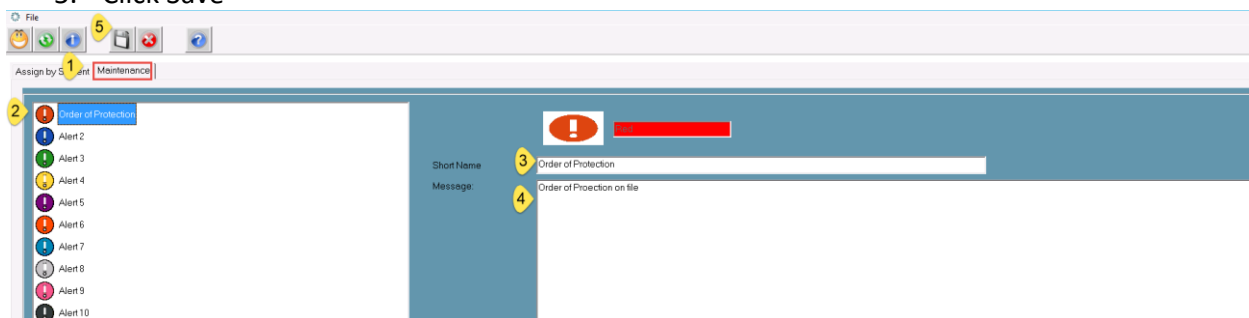
Student Alert Management

Goal: To create custom Alerts and assign to students for identification purposes. There are 10 Alerts available for customization/assignment.

Modules > System Administrator > Student Alert Management (ALERT_M)

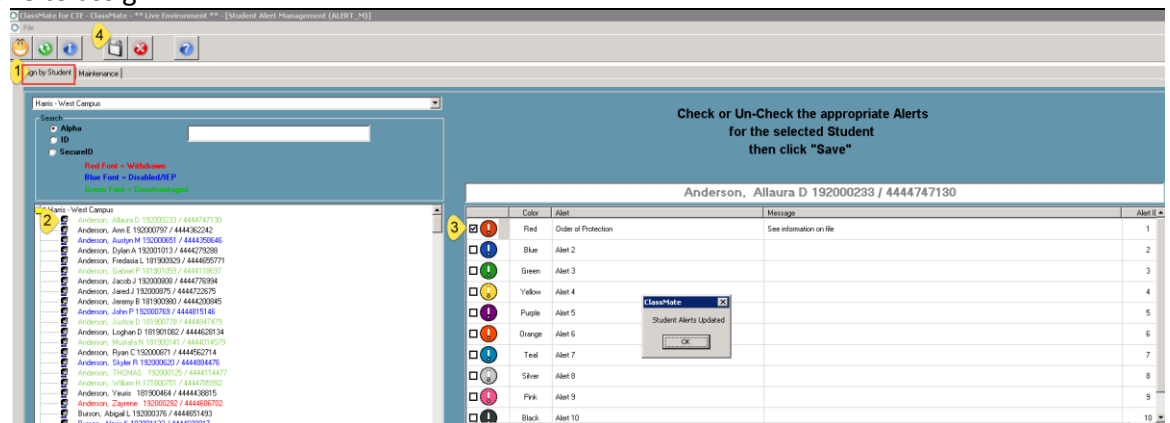
Creating Custom Alerts

1. Select Maintenance tab
2. Select Alert to modify
3. Enter Short Name for Alert identification
4. Enter Message – this message will display when user hovers over the ! icon indicator
5. Click Save



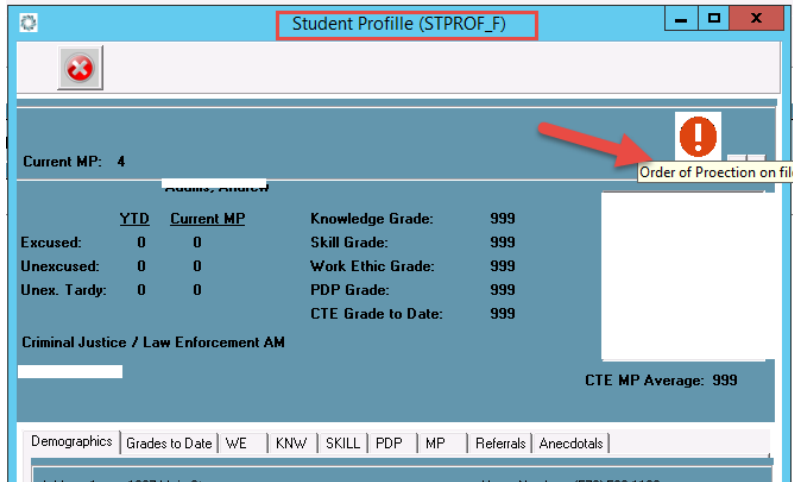
Assigning Custom Alerts to Students

1. Select Assign by Student tab
2. Select Student
3. Click checkbox next to Alert to select for assignment
4. Click Save to assign

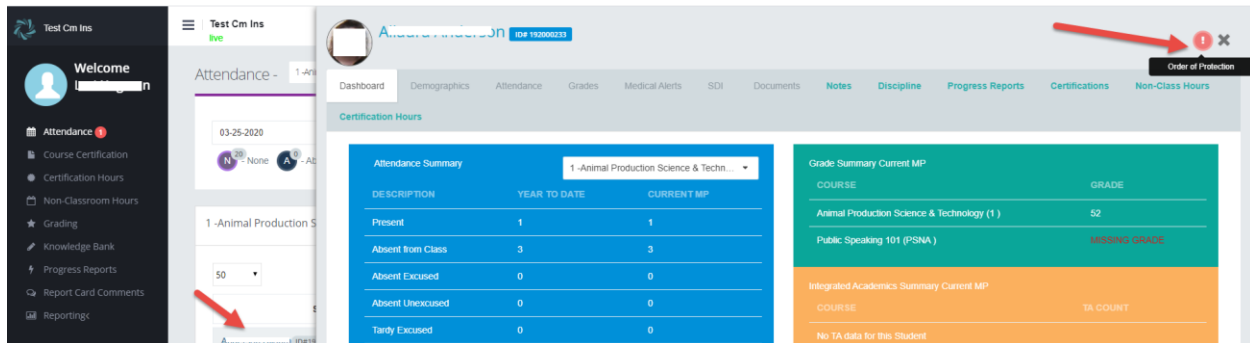


Alert is now viewable by selecting the Student & clicking on the Student Profile icon in any of the modules where the icon displays.

Users will notice the Colored ! icon at top right and when hovered over will display the Alert Message for notification



This is also viewable on Teacher Web by selecting Student Name to display the Student Profile and again, by hovering over the Colored ! Alert Indicator to view the notification message

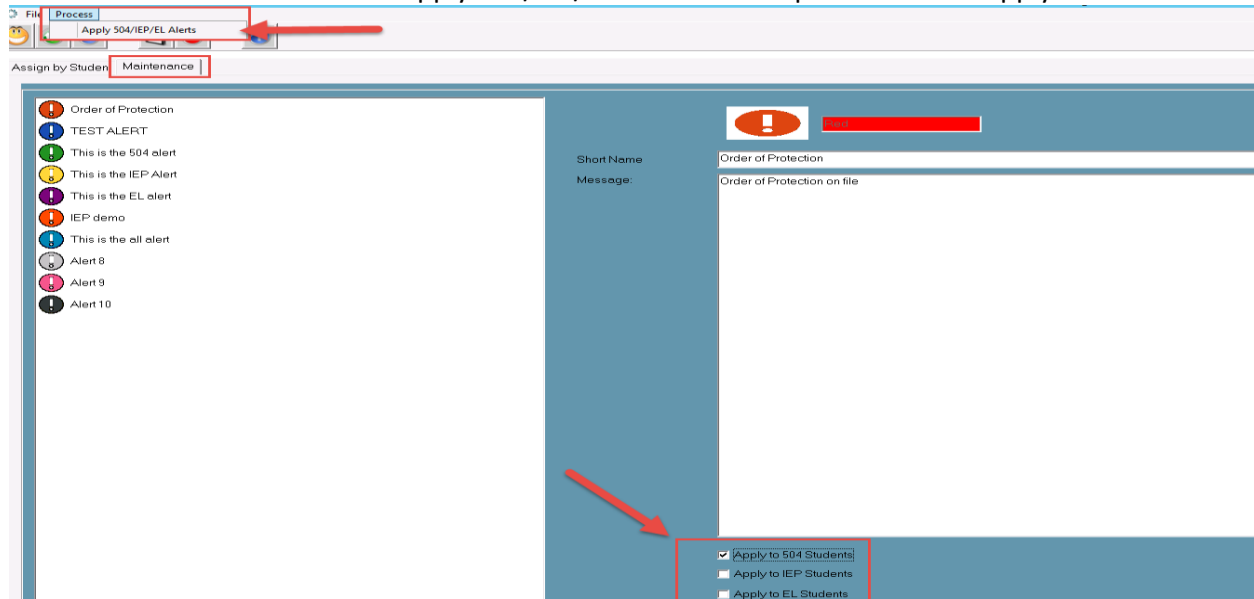


To MASS assign an Alert Message:

You can also choose to **MASS** assign the Alert to specific students by using the checkboxes available at the bottom of the screen on the Maintenance tab:

- i. Apply to 504 Students
- ii. Apply to IEP Students
- iii. Apply to EL Students

Once selected > click Process > Apply 504/IEP/EL Alerts from top of module to apply



To change an Alert Message:

Using Student Alert Management > Maintenance tab > select Alert > click to adjust Short Name and/or Message by entering information > Click Save

Please note – if already assigned to students this will change the current Alert displayed message.

To remove an Alert:

Using Student Alert Management > Assign by Student tab > Uncheck the Alert checkbox selection from the student > Click Save