

## How to Issue an **Academic Prompt/Referral** in Bay Advisor

Professors please login to [Bay Advisor](#) utilizing your single sign on NetID and associated password.

Once logged in, scroll down to the “Students In My Courses” list as shown below.

**Courses**

COURSE NAME	DAYS/TIMES	Assignments	Progress Reports
(GS-101A) Foundations of Success I	08/22/2023 - 12/16/2023 W 6:30pm - 7:45pm PT Meliejohn Hall-2100	<a href="#">Assignments</a>	<a href="#">Progress Reports</a>
(GS-101A) Foundations of Success I	08/22/2023 - 12/16/2023 M 5:00pm - 6:15pm PT Meliejohn Hall-9215	<a href="#">Assignments</a>	<a href="#">Progress Reports</a>

**Students In My Courses**

1. Select Student from "Students In My Courses" list

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
1	<a href="#">Acosta, Halley</a>	All FA Students, EOT - TBD, Entry Term - Fall Semester 2023, Native GE Pattern, Softball, Student Housing Active Student, Western Undergraduate Exchange	GS-101A-91
2	<a href="#">Adams, Malayali</a>	All FA Students, EOT - TBD, Entry Term - Fall Semester 2023, Native GE Pattern, Student Housing Active Student, Women Volleyball	GS-101A-90
3	<a href="#">Albright, Halley</a>	EOT - TBD, Entry Term - Fall Semester 2023, Native GE Pattern, Student Housing Active Student, Women Soccer	GS-101A-91
4	<a href="#">Arambula, Mia</a>	All FA Students, EOT - TBD, Entry Term - Fall Semester 2023, Native GE Pattern, Western Undergraduate Exchange, Women Volleyball	GS-101A-90
5	<a href="#">Baty, Clare</a>	All FA Students, EOT - TBD, Entry Term - Fall Semester 2023, Native GE Pattern, Student Housing Active Student, Women Water Polo	GS-101A-91

**Actions**

- Issue an Alert/Referral

**Do Not Use**

**Quick Links**

- Schedule a General Event
- Record My Class Attendance
- Record All Class Attendance
- Manage Assignments
- Helpful Resources
- Download Center for Reports

Once the student you wish to Issue a Prompt on is selected, you will be brought to their overview page as shown below.

**Overview**

Course Grade D/F	Repeated Courses	Withdrawn Courses	Missed Success Markers	Cumulative GPA
0	0	0	0	-

Total Credits Earned: 0.00  
Credit Completion % at this institution: %

**Overview**

Business Admin BS (BUADBS)  
Bachelor of Science  
With a concentration in Finance (FINBS)  
Coll - Business & Economics

Student ID  
Alternate ID  
Classification: Freshman

2. Select "Issue an Alert/Referral" from students page

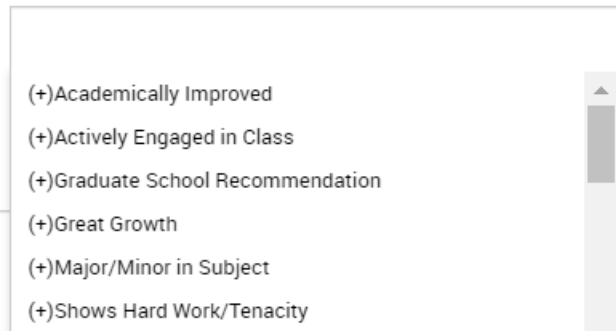
**Options**

- Message Student
- Add a Note on this Student
- Add a To-Do to this Student
- Report on Appointment
- Create Request for Appointment
- Schedule an Appointment
- Add to Student List
- Issue an Alert/Referral
- Edit User Settings
- Upload Profile Picture
- Impersonate User

At the student’s overview page, please select “Issue a Prompt/Referral”. This will open a popup window where you enter the details of the Alert. Please select **ONE** reason, the best reason, for the alert, and please select your course as well. Lastly, add comments to assist the assigned advisor. Comments can include what you have already done to work with the student, what assignments are missing, or any other information that could be helpful for the advisor.

There are several options to select; (+)Positive Prompts, Academic Prompts by level and Referrals. Each grouping behaves differently.

Positive (+) Alerts send students short encouraging automated messages. The canned messages can be found [HERE](#)



Academic Alerts are sorted by Level, some of which send a message to the student which can be found [HERE](#).

- Lvl 1 sends an encouraging note to the student.
- Lvl 2 sends an encouraging note to the student and the SCAA will follow up with the student for tutoring
- Lvl 3 sends an encouraging note to the student and creates a case for an advisor to follow up with the student
- Lvl 4 creates a case for an advisor to follow up with the student. No message is sent to the student

Alert: Excessive Lateness/Absences Case

Alert: Missed Midterm/Exam Case

**Alert: Missing Assignments CAN Be Made Up Case**

Alert: Missing Assignments Can NOT Be Made Up Case

Alert: Poor Performance on Test/Quizzes Case

Alert: Sudden Change in Performance or Behavior Case

Alert: Suggested to Withdraw from Course Case

Referrals can be used to encourage students to attend specific resources. Each referral sends an automated message to students which can be found [HERE](#) and when referred to PAC, SCAA or the STEM LAB, the service will follow up with the student via email or text message encouraging them to make an appointment or come visit them.

**Referral: Encouraged to attend Office Hours**

Referral: Peer Academic Coach for Freshman & New Transfers

Referral: SCAA Subject Tutoring

Referral: SCAA Writing Tutoring

Referral: STEM LAB Tutoring