

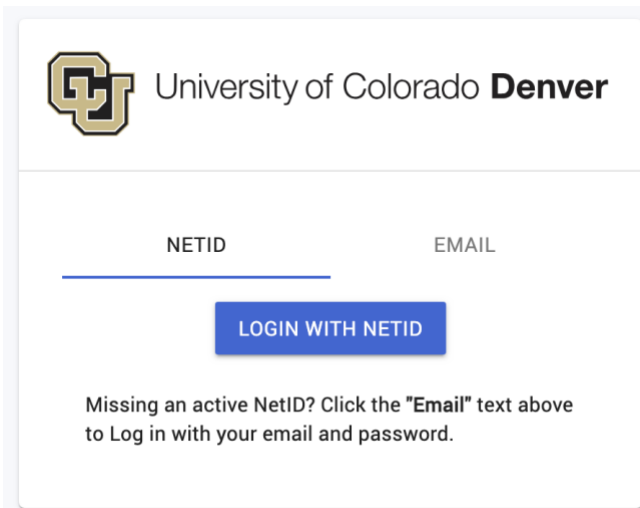
Early Action How-To for Faculty


Welcome! The Office of Student Success Initiatives implements the high-impact practice of Early Action. We ask you to help us identify students that may benefit from additional support. Our team is focused on providing students with holistic support through strengths-based outreach, critical conversations, and triage to student support teams.

If you have any questions about this process, the [switch to Inspire](#), or just want to learn more, please reference our [website](#) or email us at student.success@ucdenver.edu. Thank you for your participation in Early Action. We appreciate your partnership and care!

How to Participate in Early Action using Inspire

1. [Log in to Inspire](#) with your UCDAccess credentials. Select “Login with Net ID”. If you are unable to log in, please email student.success@ucdenver.edu.



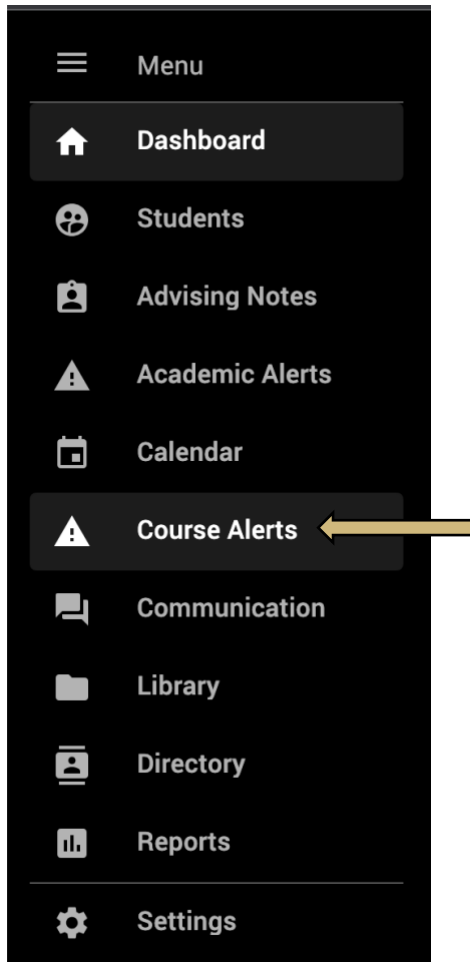
 University of Colorado **Denver**

NETID EMAIL

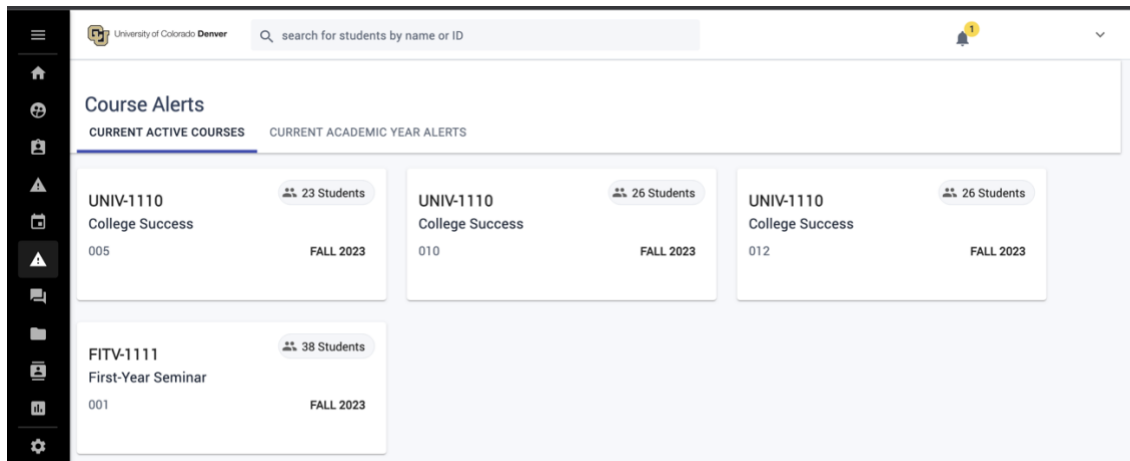
LOGIN WITH NETID

Missing an active NetID? Click the "Email" text above to Log in with your email and password.

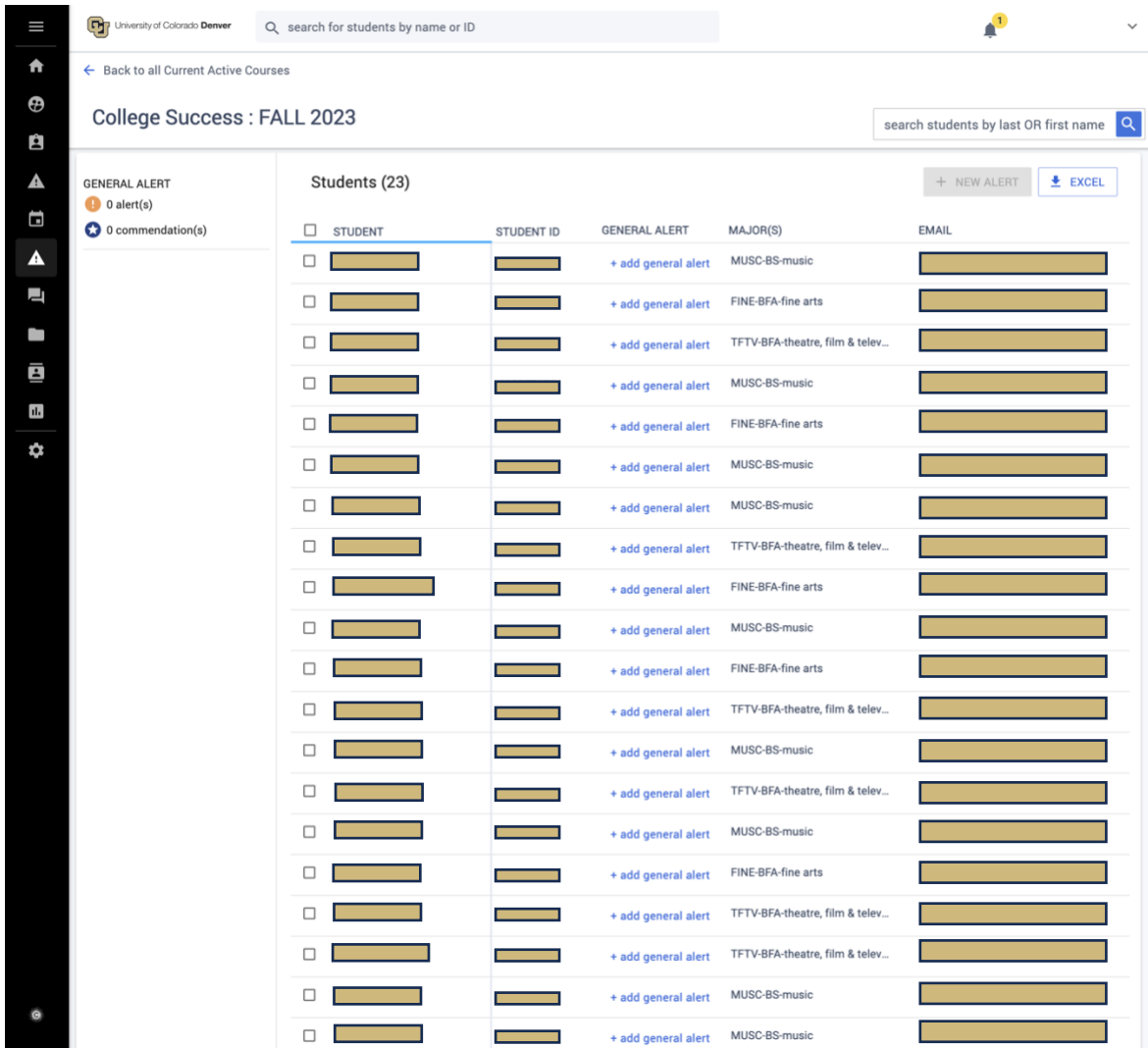
2. Upon login, hover over the left-hand navigation pane and click on Course Alerts. Your page may look different depending on your level of access and use of Inspire.



3. This will take you to a page with all your active courses for the semester.



- Next, select a course. This will take you to the roster for that class.



University of Colorado Denver | search for students by name or ID | 1 notification

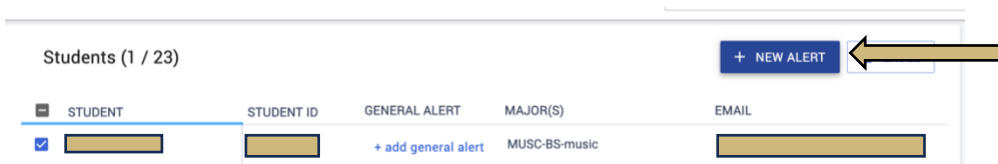
Back to all Current Active Courses | College Success : FALL 2023 | search students by last OR first name

GENERAL ALERT: 0 alert(s), 0 commendation(s)

Students (23) | + NEW ALERT | EXCEL

| STUDENT | STUDENT ID | GENERAL ALERT | MAJOR(S) | EMAIL |
|--------------------------|------------|---------------------|-----------------------------------|------------|
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | FINE-BFA-fine arts | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | TFTV-BFA-theatre, film & telev... | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | FINE-BFA-fine arts | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | TFTV-BFA-theatre, film & telev... | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | FINE-BFA-fine arts | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | FINE-BFA-fine arts | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | TFTV-BFA-theatre, film & telev... | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | TFTV-BFA-theatre, film & telev... | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
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| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |
| <input type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |

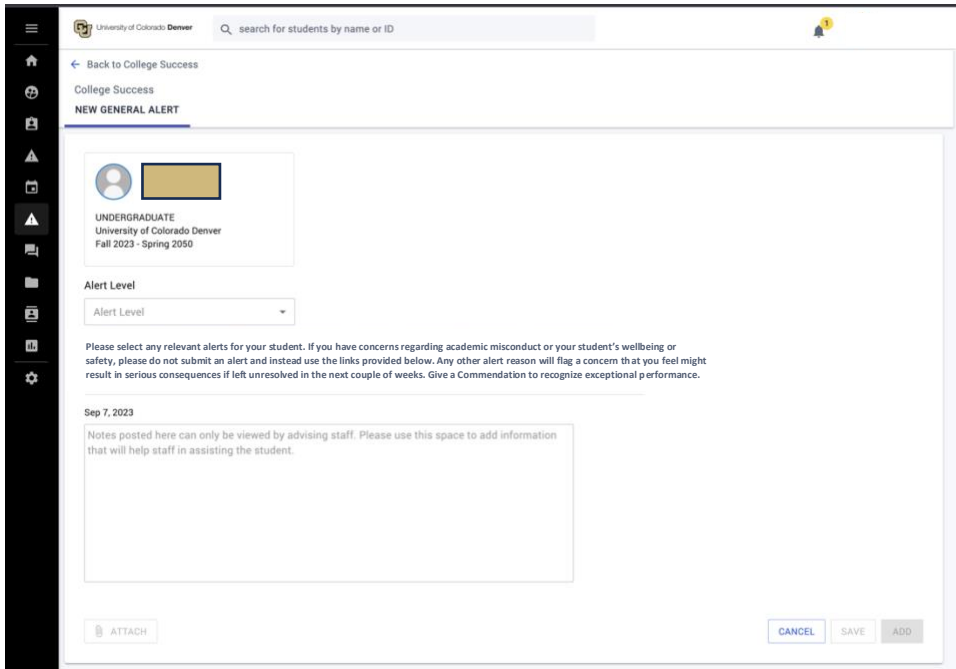
- From here, locate a student you wish to submit either a Commendation (kudos) or an Alert (referral). Let's start with a Commendation. Select the checkbox next to the student's name and select "New Alert".



Students (1 / 23) | + NEW ALERT

| STUDENT | STUDENT ID | GENERAL ALERT | MAJOR(S) | EMAIL |
|-------------------------------------|------------|---------------------|---------------|------------|
| <input checked="" type="checkbox"/> | [redacted] | + add general alert | MUSC-BS-music | [redacted] |

6. Under "Alert Level", click the drop-down menu and select either Commendation or Alert.





University of Colorado Denver search for students by name or ID

← Back to College Success

College Success

NEW GENERAL ALERT

UNDERGRADUATE
University of Colorado Denver
Fall 2023 - Spring 2025

Alert Level

Alert Level

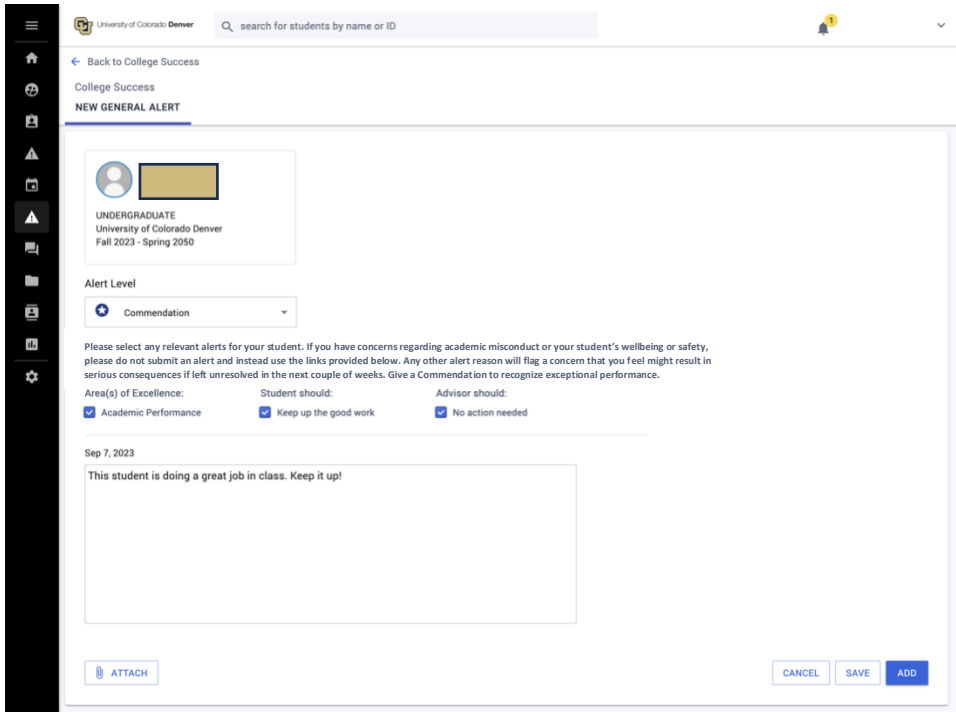
Please select any relevant alerts for your student. If you have concerns regarding academic misconduct or your student's wellbeing or safety, please do not submit an alert and instead use the links provided below. Any other alert reason will flag a concern that you feel might result in serious consequences if left unresolved in the next couple of weeks. Give a Commendation to recognize exceptional performance.

Sep 7, 2023

Notes posted here can only be viewed by advising staff. Please use this space to add information that will help staff in assisting the student.

ATTACH CANCEL SAVE ADD

- a. Select a Commendation to recognize your student's hard work in your course. The Early Action team will send them a personalized email. If you leave a comment sharing more about their hard work, we'll include that in the email as well!





University of Colorado Denver search for students by name or ID

← Back to College Success

College Success

NEW GENERAL ALERT

UNDERGRADUATE
University of Colorado Denver
Fall 2023 - Spring 2025

Alert Level

Commendation

Please select any relevant alerts for your student. If you have concerns regarding academic misconduct or your student's wellbeing or safety, please do not submit an alert and instead use the links provided below. Any other alert reason will flag a concern that you feel might result in serious consequences if left unresolved in the next couple of weeks. Give a Commendation to recognize exceptional performance.

Area(s) of Excellence: Student should: Advisor should:

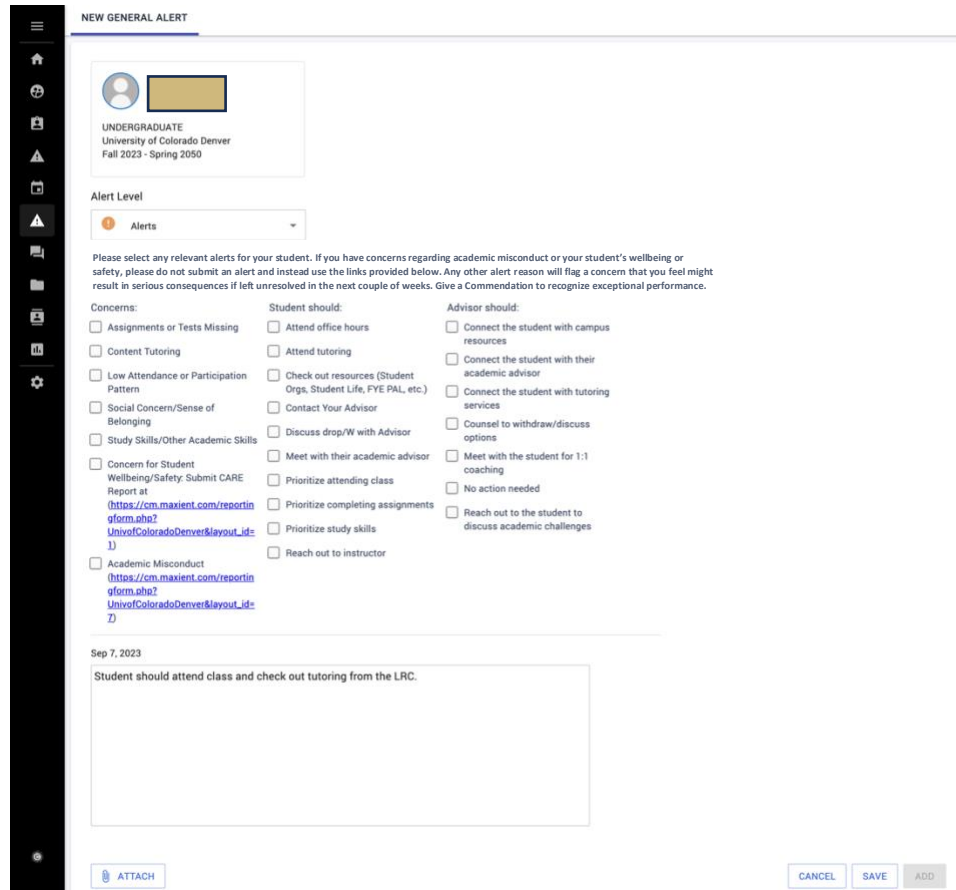
Academic Performance
 Keep up the good work
 No action needed

Sep 7, 2023

This student is doing a great job in class. Keep it up!

ATTACH CANCEL SAVE ADD

- b. Let's say you have a student that might benefit from some extra support. Maybe they're not attending class regularly or should try tutoring. Select "Alert" from the drop-down list to populate all the alert reasons and options.



NEW GENERAL ALERT

UNDERGRADUATE
University of Colorado Denver
Fall 2023 - Spring 2025

Alert Level
Alerts

Please select any relevant alerts for your student. If you have concerns regarding academic misconduct or your student's wellbeing or safety, please do not submit an alert and instead use the links provided below. Any other alert reason will flag a concern that you feel might result in serious consequences if left unresolved in the next couple of weeks. Give a Commendation to recognize exceptional performance.

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Concerns: | Student should: | Advisor should: |
| <input type="checkbox"/> Assignments or Tests Missing | <input type="checkbox"/> Attend office hours | <input type="checkbox"/> Connect the student with campus resources |
| <input type="checkbox"/> Content Tutoring | <input type="checkbox"/> Attend tutoring | <input type="checkbox"/> Connect the student with their academic advisor |
| <input type="checkbox"/> Low Attendance or Participation Pattern | <input type="checkbox"/> Check out resources (Student Orgs, Student Life, FYE PAL, etc.) | <input type="checkbox"/> Connect the student with tutoring services |
| <input type="checkbox"/> Social Concern/Sense of Belonging | <input type="checkbox"/> Contact Your Advisor | <input type="checkbox"/> Counsel to withdraw/discuss options |
| <input type="checkbox"/> Study Skills/Other Academic Skills | <input type="checkbox"/> Discuss drop/W with Advisor | <input type="checkbox"/> Meet with the student for 1:1 coaching |
| <input type="checkbox"/> Concern for Student Wellbeing/Safety: Submit CARE Report at https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=1 | <input type="checkbox"/> Meet with their academic advisor | <input type="checkbox"/> No action needed |
| <input type="checkbox"/> Academic Misconduct https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=2 | <input type="checkbox"/> Prioritize attending class | <input type="checkbox"/> Reach out to the student to discuss academic challenges |
| | <input type="checkbox"/> Prioritize completing assignments | |
| | <input type="checkbox"/> Prioritize study skills | |
| | <input type="checkbox"/> Reach out to instructor | |

Sep 7, 2023

Student should attend class and check out tutoring from the LRC.

ATTACH CANCEL SAVE ADD

This is where Inspire really shines! Select at least one option under "Concerns" that you think applies to the student's unique situation. After that, select any recommendations you have for the student in the "Student Should" column. If there's anything specific that you'd like the Early Action team to do, please check the applicable boxes in the "Advisor Should" column. Please leave any relevant notes here as your input will help us better understand your student's situation. The more information we have, the better we can support your student!

IMPORTANT: If your student discloses sensitive information to you regarding their mental health needs, food/housing insecurity, or anything of that nature, please do not use this form and instead use the link provided to submit a [CARE Report](#). The CARE Team will reach out to your student. If you believe the student has committed Academic Misconduct or violated the Honor Code, please use the link to submit an [Academic Misconduct Allegation Form](#).

Concerns:

- Assignments or Tests Missing
- Content Tutoring
- Low Attendance or Participation Pattern
- Social Concern/Sense of Belonging
- Study Skills/Other Academic Skills
- Concern for Student Wellbeing/Safety: Submit CARE Report at https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=1
- Academic Misconduct https://cm.maxient.com/reportingform.php?UnivofColoradoDenver&layout_id=7

That's it! Once your referrals are submitted, the Early Action team will start working on reaching out to your student(s) to check in and offer support. Once we've closed the alert, you will receive an email with notes from our team on the resolution of your referral(s).