



Student hasn't logged in to WTCClass or attended class, submit an Early Alert!

1. Select the **EA icon in WTCClass** OR access Early Alerts through **Buff Success**.

2. You will be routed to Buff Success; identify the **Early Alert Submission** Card. Select course

3. Select the box next to the student(s) an alert is needed for

4. **Create an alert.** Select the alert; these options are more detailed. Add notes: this should include message you want shared with the student and/or is relevant information to the adviser making the call. These notes WILL not be forwarded to students.

5. **REVIEW.** You will review the details of your alert and the department managing contact. **SUBMIT.**

6. **Clock Icon.** Select the clock icon next to the course to review previously submitted alerts for this course and check the status.

