

The Center *for* Academic Enrichment

Submitting an Academic Alert

1. **Web Address:** <http://luther-advocate.symplicity.com> (bookmark for later use)
2. **Log-in:** Norse Key username and password
3. **From home page select red button:** Create CARE Report
4. **Date/Time of Concern:** Use calendar icon to select date
5. **Students involved:** Start typing name and select correct student from drop down list. Multiple names can be entered if report applies to all students. Click on blue name to see student information including schedule and photo.
6. **Report Type:** Academic Alert.
7. **Course Department:** Select an area from the drop-down menu.
8. **Course #:** Use number only (do not include section letter).
9. **Reasons for Reporting:** Select all that apply.
10. **Total Number of Absences:** Type in number of missed classes (optional).
11. **Comments:** Specific information if necessary. This will NOT be shared with student.
12. **Comments to Student/Advisory:** Any additional information you would like the student to be aware of. This will be shared with student on the notification email. (optional)
13. **Current Grade in Course:** Select from drop down menu (optional)
14. **Do not send communication:** Select if you do not want a letter sent to the student report.
15. **Click submit:** Report will be processed

Note: After submitting report, users will get a screen that says "No record found." Please know that the report did go through, but due to system configuration users do not receive a confirmation notice. You will however be receiving an emailed copy of your sent Academic Alert.