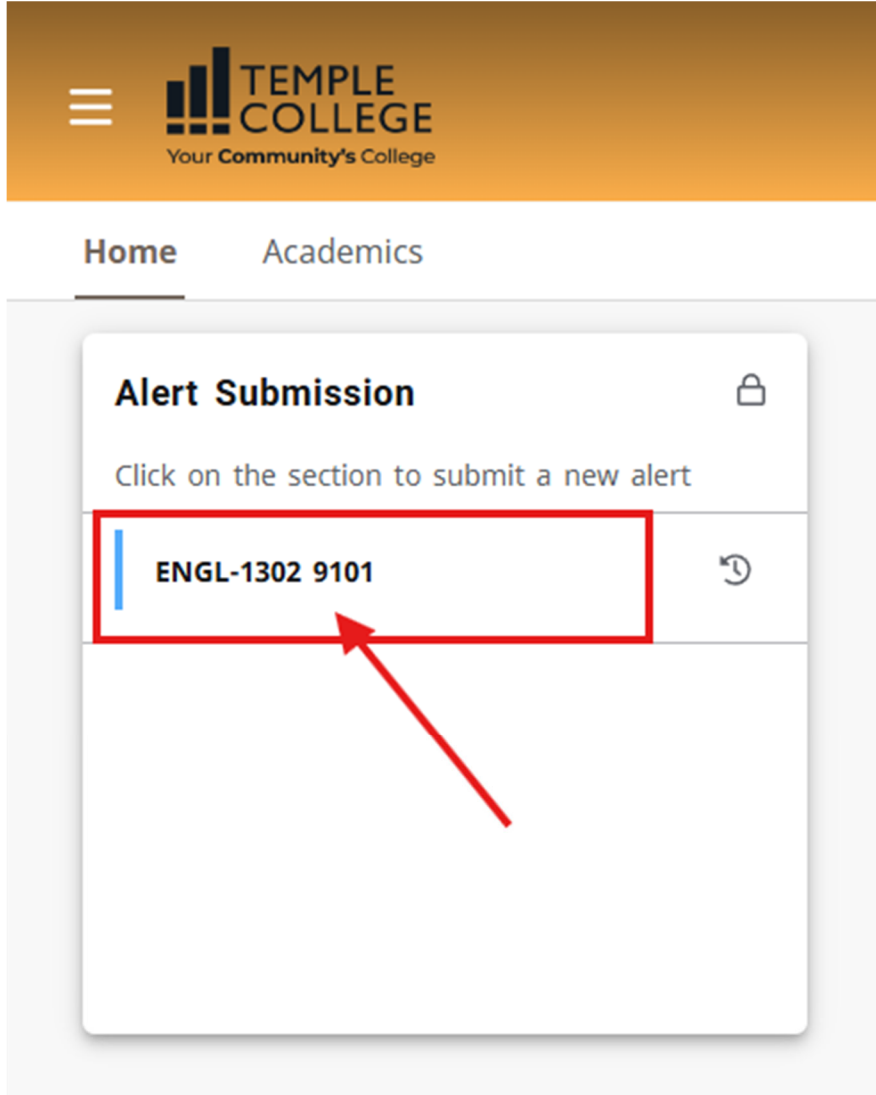


Faculty Advise Alert Submission via Ellucian Central Workspace

1. If this is your first time navigating to [Central Workspace](#), you will be met with a tutorial for how to utilize the product. Once you have finished clicking through the tutorial, move on to step 2.
2. Select the section in which the student is enrolled:



3. Select the checkbox next to the student you'd like to submit an alert for:

☒	[REDACTED]
☐	[REDACTED]
☐	[REDACTED]

4. Select CREATE ALERT:



Class level ↑

5. Click the dropdown arrow and select the desired alert:

Create an Alert ×

Select alert ▼

Add notes

CANCEL

REVIEW

A modal window titled 'Create an Alert' with a close button (X) in the top right. Inside, there is a dropdown menu with the placeholder text 'Select alert' and a downward arrow icon. Below the dropdown is a text area with the placeholder text 'Add notes'. At the bottom are two buttons: 'CANCEL' and 'REVIEW'. A red box highlights the dropdown menu, and a red arrow points from the 'Add notes' area to the dropdown arrow.

Create an Alert ×

None
Absences-Excessive
Academic Integrity
Campus Safety & Behavior
Disruptive Behavior
Faculty to Advisor FYI

The same modal window is shown, but with the dropdown menu open, displaying a list of alert categories. The categories are: None, Absences-Excessive, Academic Integrity, Campus Safety & Behavior, Disruptive Behavior, and Faculty to Advisor FYI. The 'None' option is highlighted with a grey background.

6. Add any notes if necessary:

Create an Alert

×

Select alert
Academic Integrity

Add notes

CANCELREVIEW



7. Select REVIEW:

Create an Alert

×

Select alert
Academic Integrity

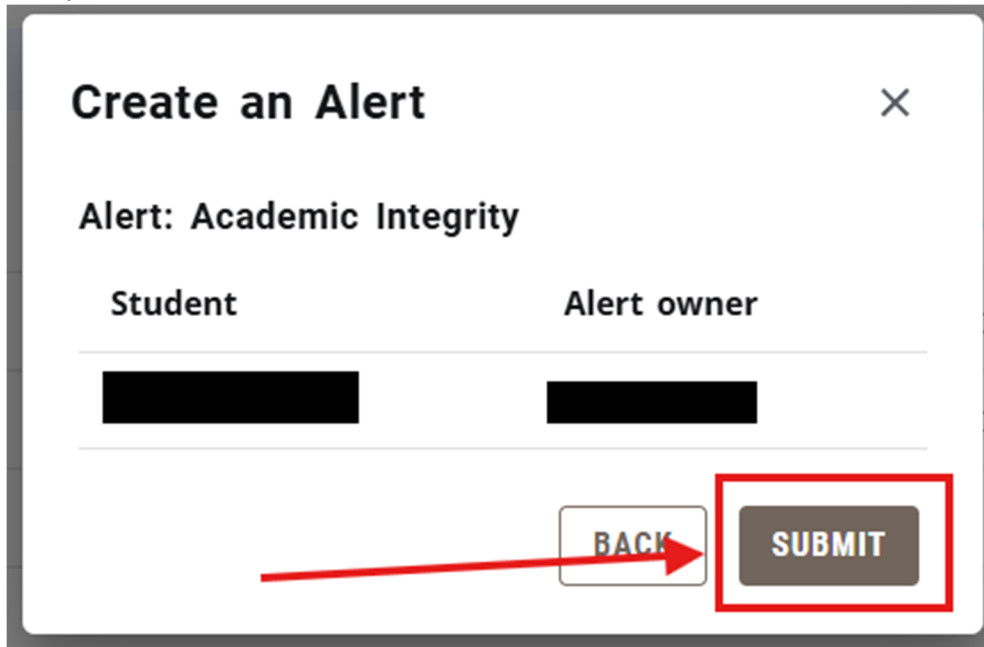
Add notes

CANCELREVIEW



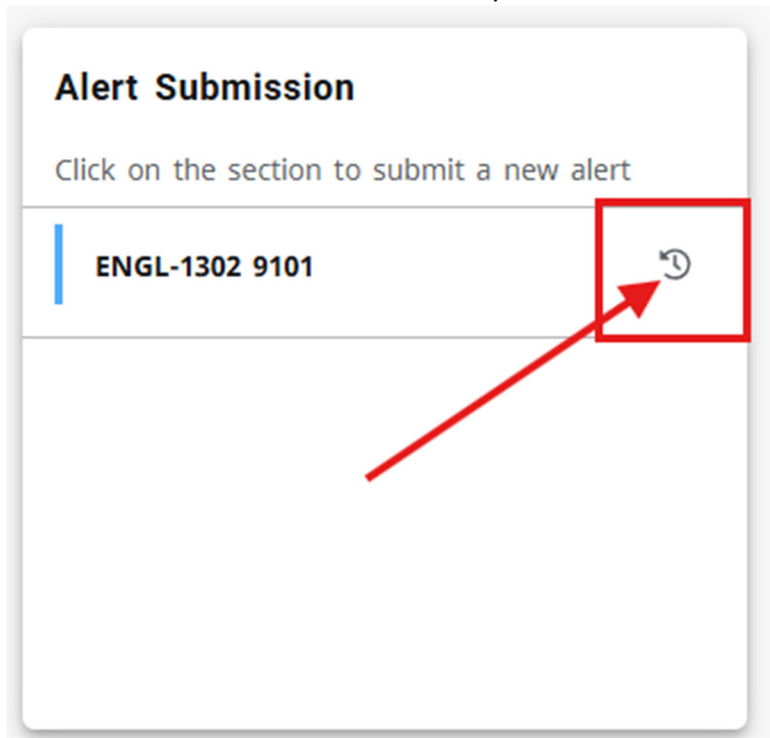
0302170 Freshman (0-

8. Verify 'Student' and 'Alert owner' are correct, then select SUBMIT:



The screenshot shows a modal window titled "Create an Alert" with a close button (X) in the top right corner. Below the title, it says "Alert: Academic Integrity". There are two input fields: "Student" and "Alert owner", both containing blacked-out text. At the bottom right, there are two buttons: "BACK" and "SUBMIT". The "SUBMIT" button is highlighted with a red rectangular box, and a red arrow points from the "BACK" button towards it.

9. To view your alert history, return to the Alert Submission card (found on the home page) then select the icon next to the section name you'd like to see an alert history for:



The screenshot shows a card titled "Alert Submission" with the instruction "Click on the section to submit a new alert". Below this, there is a list item for "ENGL-1302 9101". To the right of the section name is a circular icon containing a clock face. This icon is highlighted with a red rectangular box, and a red arrow points from the bottom left towards it.