1. Log in your My Tri-C Space

Tri-C Login Center

👤 | Tri-C ID (S#)   🔑 | Password | Sign In |

Forgot Your Password? | Change Your Password | Online Help | Help Desk | KWeb | Blackboard Learn | Tri-C Email

Welcome to Tri-C Login Center, which is used for logging into various College applications. Please DO NOT bookmark this page; instead, create your bookmark AFTER a successful login. Please use the links above should you encounter any issues.

2. Once Logged into my.tri-c.edu, click the three lines in the upper left-hand corner

3. After clicking the three lines, a pop out will show from the left. A new menu will show – click "Discover"

4. The screen will reload to the "Discover" screen. This screen allows you to search *all cards* that you can add to your personal home screen.

In the search bar in the upper left-hand corner, type "Early Alert", and hit enter.
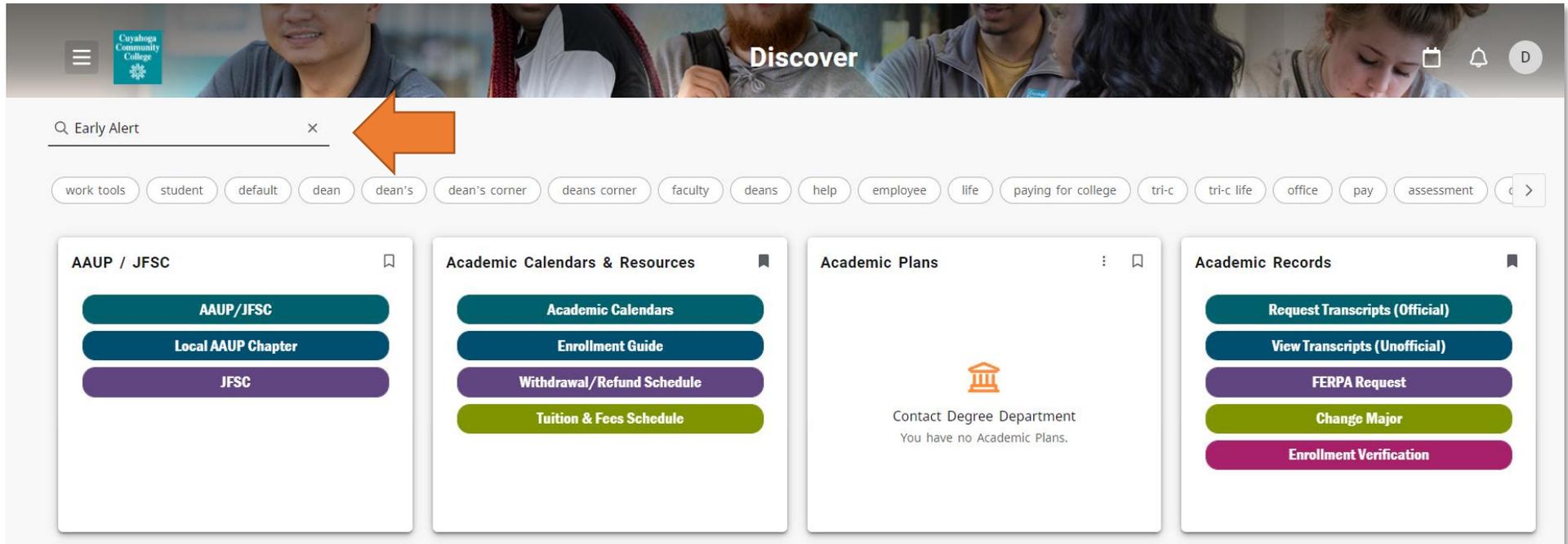
5. Two cards will show that have "Early Alert" as an option. One specifically for Early Alerts, and one that has the option under the "Faculty Grading" card. Click Early Alert.
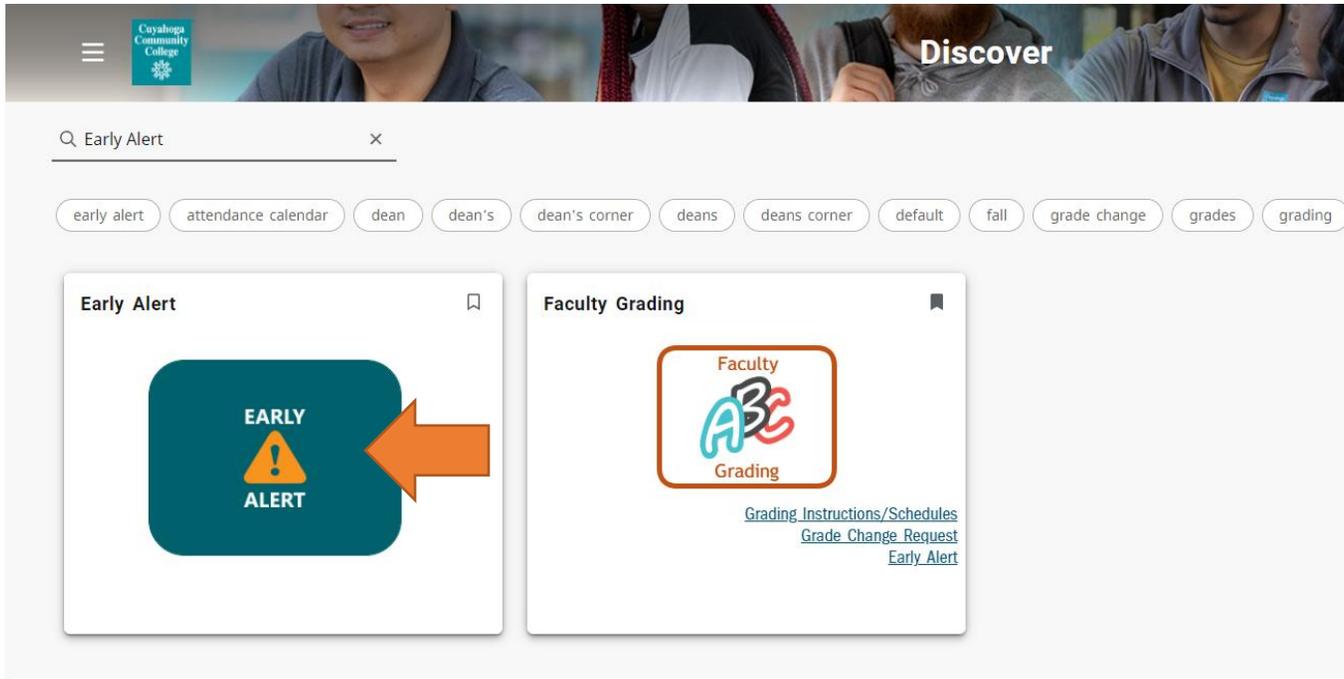
PS - Save the one you prefer to your home screen by clicking the ribbon.
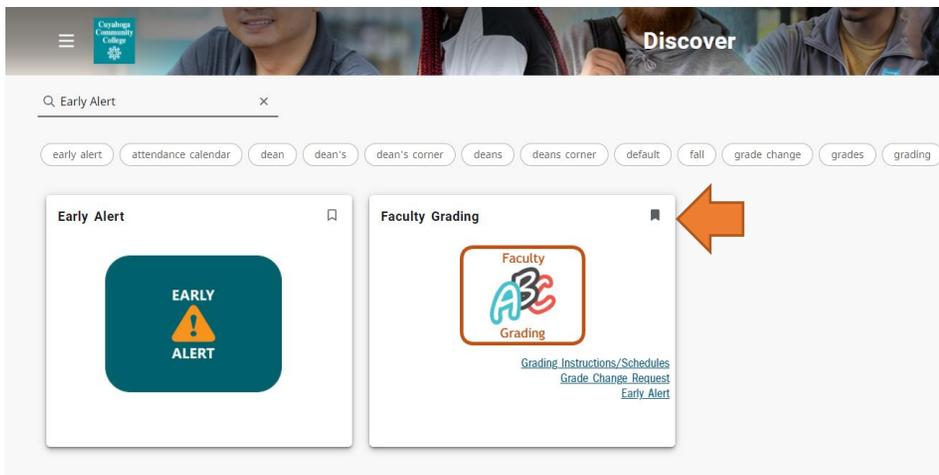
6. A new browser tab will open - from here you be able to submit the student from your class.

After you fill out the information, you can select the feedback issues.

7. Here, you will select the feedback/issues that the student is having in your class, along with the option for recommendations, which would aid the student. You can also add comments about the issue(s) to give better detail to the administration what is going on. Please know that more than one issue can be selected.

PLEASE PROVIDE INFORMATION REGARDING THE REFERRAL N THE APPROPRIATE AREAS BELOW

In identifying your area(s) of concern please check all that apply (Required)

☐ Sudden change in performance

☐ Habitual tardiness

☐ Incomplete/Late assignments

☐ Avoids participation

☐ Lack of motivation

☐ Lacking basic skills/background for the course

☐ Grammar

☐ Personal Counseling

☐ Poor test taking ability

☐ technology /connectivity issues

☐ Connection to potential financial resources

☐ Failing grades on assignments, quizzes or tests

☐ Does not complete assignments, quizzes or tests

☐ Difficulty adapting to classroom expectations

☐ Unsatisfactory progress

☐ Excessive absences

☐ Poor study habits

☐ Writing skills

☐ Academic Counseling

☐ Emotional distress

☐ Other

If you are concerned about attendance and/or absences from class, have you attempted to contact this student? If the student does not respond or if the response is concerning, please submit this referral promptly. Please make sure you attempt to contact this student prior to submitting this referral. (Required)

8. After you have selected your issues, recommendations, and comments, scroll to the bottom of the page and click submit. You can enter comments for more than one student if necessary.

Supporting Documentation

Photos, video, emails and other supporting documents may be attached below. 1GB maximum total size. Attachments require time to upload, so please be patient after submitting this form. 5GB maximum total size.
Attachments require time to upload, so please be patient after submitting this form.

| Choose files to upload | Choose Files |

☐ Email me a copy of this report

Submit report

9. That's it! The submission gets forwarded to our Early Alert System and is handled by our CARE Team. They will receive a notification like on this!

The notification will have the details that were submitted, along with your course details, for us to reach out to the student.

From here, the CARE Team will take this notification to:

1. Reach out to the student to address the issues submitted
2. Notify the instructor that their submissions have been received (if multiple Early Alerts are sent, we will send one notice to not overwhelm your inbox)
3. Follow-up with the faculty if any resolution occurs
4. After a designated amount of time, if there is no response from the student, we will let the faculty know that the CARE Team was unable to connect with the student.