**UNC Pembroke**

**EAB Student Success Collaborative**

**H.A.W.K. Alert/KUDOS Training**

**There are 2 ways to issue a H.A.W.K. Alert/KUDOS...Professor Home Page and Class Listing**

**But first, log-in to EAB by going to uncp.edu/css ===> Click the ‘HAWK Alert’ link on the right of our home page and log-in with your Staff/Faculty credentials ===> Once at your home page, click the ‘Advisor Home’ drop-down arrow and select ‘Professor Home’...**

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**And then.....**

**1. Professor Home Page**

 **Step *A****: From your Professor home page, select “Issue an Alert”... then (****Skip to step B****)* **(Note: This option allows you to issue a referral for a non-roster student or your advisee)**



**2. Class Listing**

***Step A****: From your Professor Home page, check box next to student’s name under “Students in My Classes” and select “Issue Alert” then (****skip to step B****)* **(Note: Only one student can be selected per referral)**



***Step B****: Alert Reason – Search for your student and select the alert reason...****both H.A.W.K. Alerts and KUDOS reasons are imbedded within this dropdown* (Note: You can select multiple reasons or KUDOS)**



 ***Step C****: Associated with a Class? – Select associated course*



 ***Step D****: Additional Comments / Submit – Explain reason for referral and/or your recommendations and click “Submit”*



Once submitted, you will receive a confirmation email and your student will receive an email similar to this:



**Follow-Up**

 **To determine our progress with your referral,...**

*1. Select* ***‘Professor Home’*** *from the drop down* ***‘Staff Home’*** *at your home page*

 

*2. Scroll to the bottom of the screen to* ***‘My Issued Alerts’*** *and click your referred students* ***‘Blue’*** *hyperlinked name*

 *(also note that this screen informs you whether your case is still open or closed and your totals)*

 

**Follow-Up Continued...**

*3. At the your students profile screen, search to the right of this screen, click on the yellow ball under the UNC Pembroke logo and click* ***‘Open Case’***



4. Click **(1) ‘Open Cases’** to view a HAWK Alerts that are currently active or click **(2) ‘Closed Cases’** to see those that have been completed and click **(3) ‘View Case’** to see our progress



**Follow-Up Continued...**

***5. At this screen you will be able to view our progress with your referral and our resolutions.***

 *(please note that certain text has been redacted)*

