**Issue an Alert from the Professor Home**

To issue an alert on a student from the Professor home, first click on the check box beside the student in the Students In My Classes table as shown below:

![Students In My Classes Table](image)

Then click the arrow besides Actions and select Issue Alert,

![Issue Alert Dropdown](image)

Once in the alert box, select the alert reason from the drop-down box, the associated course, and add comments to help the student’s advisor/counselor/navigator understand the problem. These comments are not seen by the student but are part of the student’s public record.

![Issue Alert Form](image)

Click Submit to send the alert.