

## 1. Log in your My Tri-C Space



### Tri-C Login Center



[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

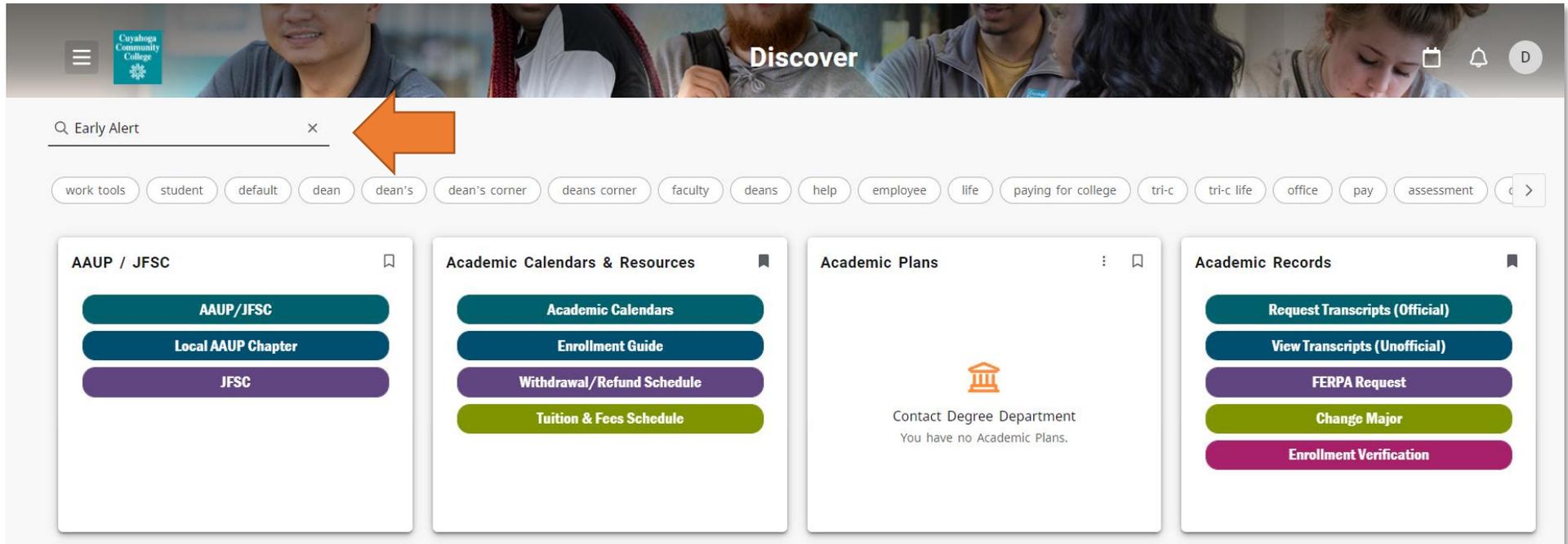
The screenshot displays the my.tri-c.edu dashboard. At the top left, the Cayahoga Community College logo is visible, with an orange arrow pointing to the three-line menu icon. The top right corner features a calendar icon, a notification bell, and a user profile icon labeled 'D'. Below the header, there are four promotional banners. The first two banners ask for questions on the new my Tri-C space Experience, with links to 'Faculty and Staff FAQ' and 'Student FAQ'. The third banner offers assistance with the my Tri-C space or any College system, linking to 'Customer Care Tech Support'. The fourth banner promotes the 2022 Combined Campaign, linking to '2022 Combined Campaign'. The main dashboard area is a grid of eight tiles: 'Employee Dashboard' with a purple icon, 'Blackboard Learn' with a 'Log In' button and links to 'Student Resources' and 'My Online Readiness Experience (M.O.R.E.)', 'Banner' with a green gear icon containing a 'B', 'My Tri-C Smart (ARGOS)' with a teal 'my Tri-C SMART' logo, 'Webex', 'One Record / OnBase', 'Email & Office 365', and 'DegreeWorks'.

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

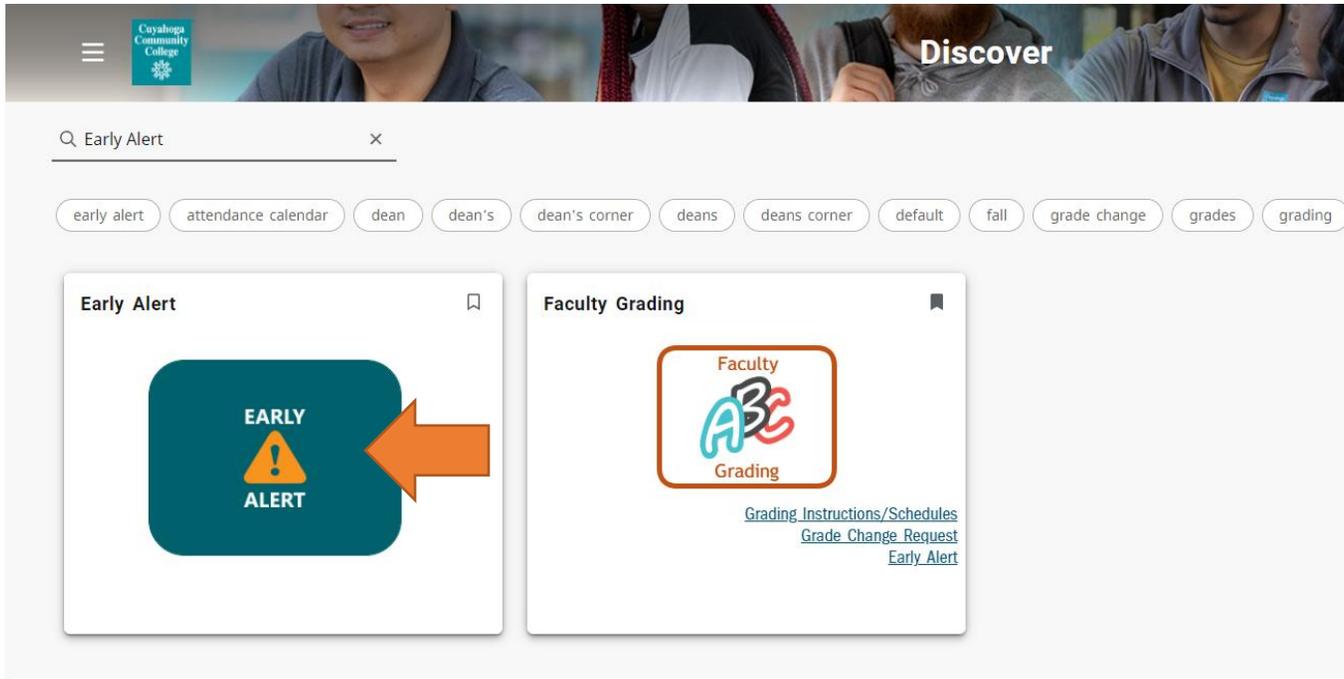
The image shows a website interface with a navigation menu on the left. The menu is a white box with a close button (X) in the top right corner. It contains three main items: 'Home' with a house icon, 'Discover' with a grid icon and a blue highlight, and 'Sign out' with a right-pointing arrow icon. Below these items is a section titled 'RESOURCES' with four links: 'Refer a Prospective Student', 'Tri-C Website', 'Customer Care Tech Support', and 'Provide my Tri-C space Feedback'. The background of the website is dimmed and shows a banner with the word 'Discover' and a navigation bar with buttons for 'dean's', 'dean's corner', 'deans corner', 'faculty', 'deans', 'help', 'employee', 'life', 'paying for college', and 'tri-c'. Below the navigation bar are two main content areas: 'Academic Calendars & Resources' with buttons for 'Academic Calendars', 'Enrollment Guide', 'Withdrawal/Refund Schedule', and 'Tuition & Fees Schedule'; and 'Academic Plans' with a building icon and the text 'Contact Degree Department' and 'You have no Academic Plans.' An orange arrow points from the 'Discover' menu item to the 'Discover' text on the banner.

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.

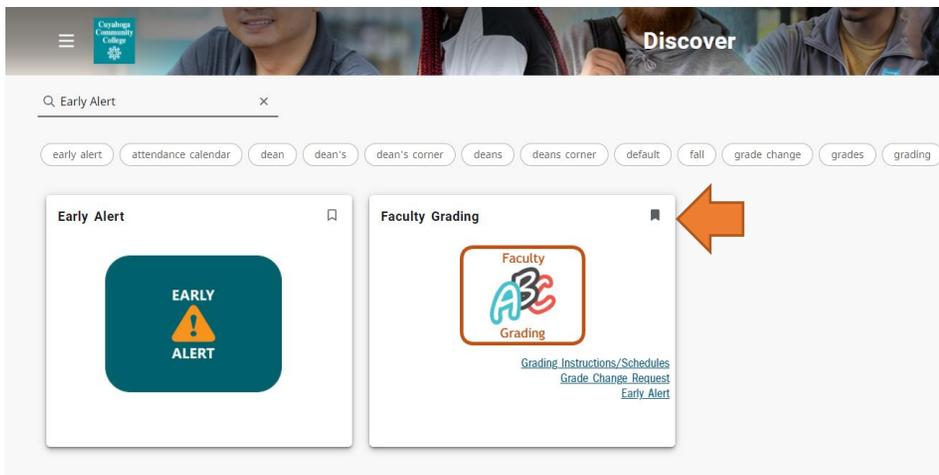
In the search bar in the upper left-hand corner, type “Early Alert”, and hit enter.



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.



## STOMP EARLY ALERT REFERRAL

In the event of an emergency or if there is a possibility that a student may harm themselves or others Dial 4911 IMMEDIATELY

Please complete this form to help the Early Alert Team best serve you and your student. Thank you for using the Early Alert Referral Form to help our students. Your participation is critical to student success. We strongly encourage Faculty and Staff to use this form for any student who may be struggling with:

- \* Attendance
- \* Academic Performance
- \* Online Participation
- \* Challenging Personal/Life Circumstances
- \* General Concerns

### EARLY ALERT REFERRAL

Early Alerts provide critical information on student success. When you submit an Early Alert you will receive an email confirmation. A member of the Early Alert team will then attempt to follow up directly with the student through a variety of methods, including email, phone calls and direct outreach. While we cannot guarantee success with every student, we will work hard to contact students in a timely manner in order to give them a chance to get back on the path to success in your class. If this is a behavioral concern please fill out the Incident Report form by clicking on this link [Student Concern Reporting Form](#). Additionally, it is recommended that you use Microsoft Edge, Google Chrome or Firefox as your browser when submitting this report.

[Enable additional features by logging in.](#)

Your full name:

Your position/title:

[Learn more](#)

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 IN 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.