

Morehead State University Faculty Experience Quick Reference Guide

Submitting an Alert

1. Log into mymoreheadstate.edu and select Faculty Experience from the boxes on the right hand side of the page.
2. Select the correct course and section from the left hand side of the page.



3. Select the student for whom you wish to submit an alert.
4. Select the alert reason. Select next.
5. Enter note. Select next.
6. Review and select submit. A green success box will pop up once the alert is submitted.

The screenshot shows the Faculty Experience interface. On the left, a sidebar lists courses: ANAT 196 1, BMAT 151 A1, BMAT 151 A2, BMAT 151 A99, CIVL 616 01, HP 202 0, and MBA 500 0. The main area shows a search for 'HP 202 0' and a table of students. Two students are selected: Gates, Arnold and Vaughn, Heather. A 'Select Alert Type' dropdown menu is open, showing options: Appture, Behavior - Cheating, Behavior - Disruptions, Excessive Absences, and General - Other. 'Next' and 'Cancel' buttons are at the bottom.

Name	ID	Class Level
<input type="checkbox"/> Gardens, Brendle	N00020782	Freshman
<input checked="" type="checkbox"/> Gates, Arnold	N00020802	Freshman
<input type="checkbox"/> Unger, Tom	N00020785	Freshman
<input checked="" type="checkbox"/> Vaughn, Heather	N00019852	Freshman

Reviewing Alert Submission History

1. Log into Faculty Experience.
2. Click **Option Wheel**.
3. Select **Alert History**.
4. Select course from Course List.
5. Review alert details
6. Click **X** to close this view.

The screenshot shows the ellucian interface. The top bar has the ellucian logo and a settings icon (gear) with a red arrow pointing to it. Below the bar, there's a 'Create Alerts' section. A sidebar lists courses: ANAT 196 1, BMAT 151 A1, BMAT 151 A2, BMAT 151 A99, CIVL 616 01, HP 202 0, and MBA 500 0. The main area shows a search for 'ANAT 196 1' and a table of students. The table has columns for Name, ID, and Class Level. The students listed are Barbiero, Mark; Bouche, Guy; Casotto, Adam; and CHRISTIE, CHARLES.

Name	ID	Class Level
<input type="checkbox"/> Barbiero, Mark	N00019236	Sophomore
<input type="checkbox"/> Bouche, Guy	N00019282	Freshman
<input type="checkbox"/> Casotto, Adam	N00016448	Sophomore
<input type="checkbox"/> CHRISTIE, CHARLES	N00026123	