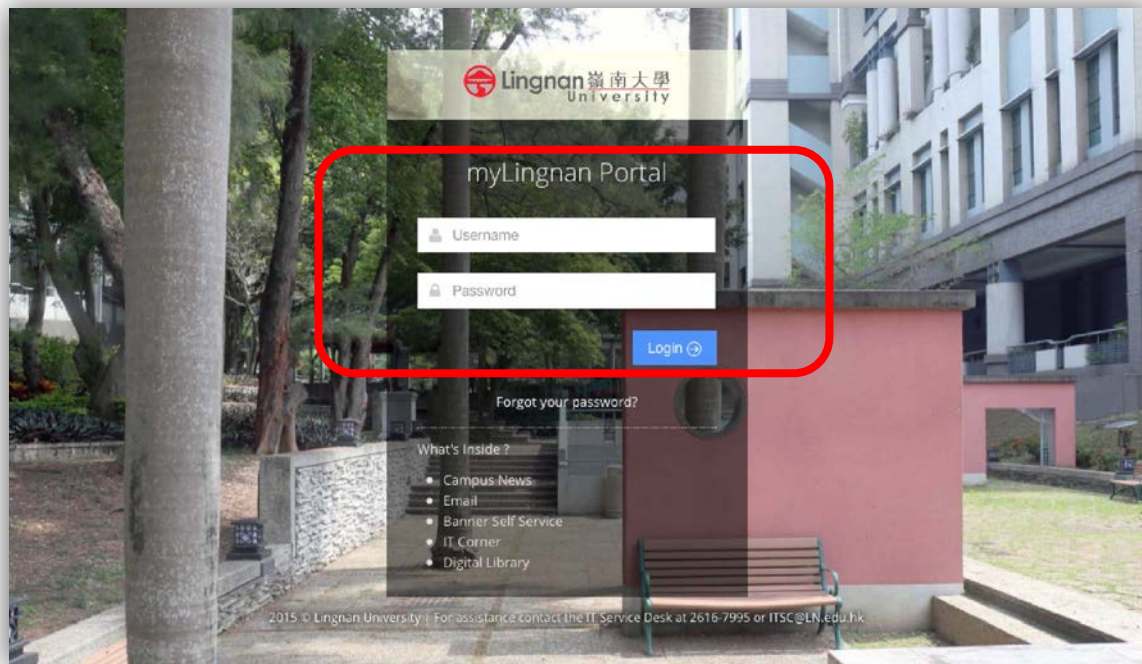
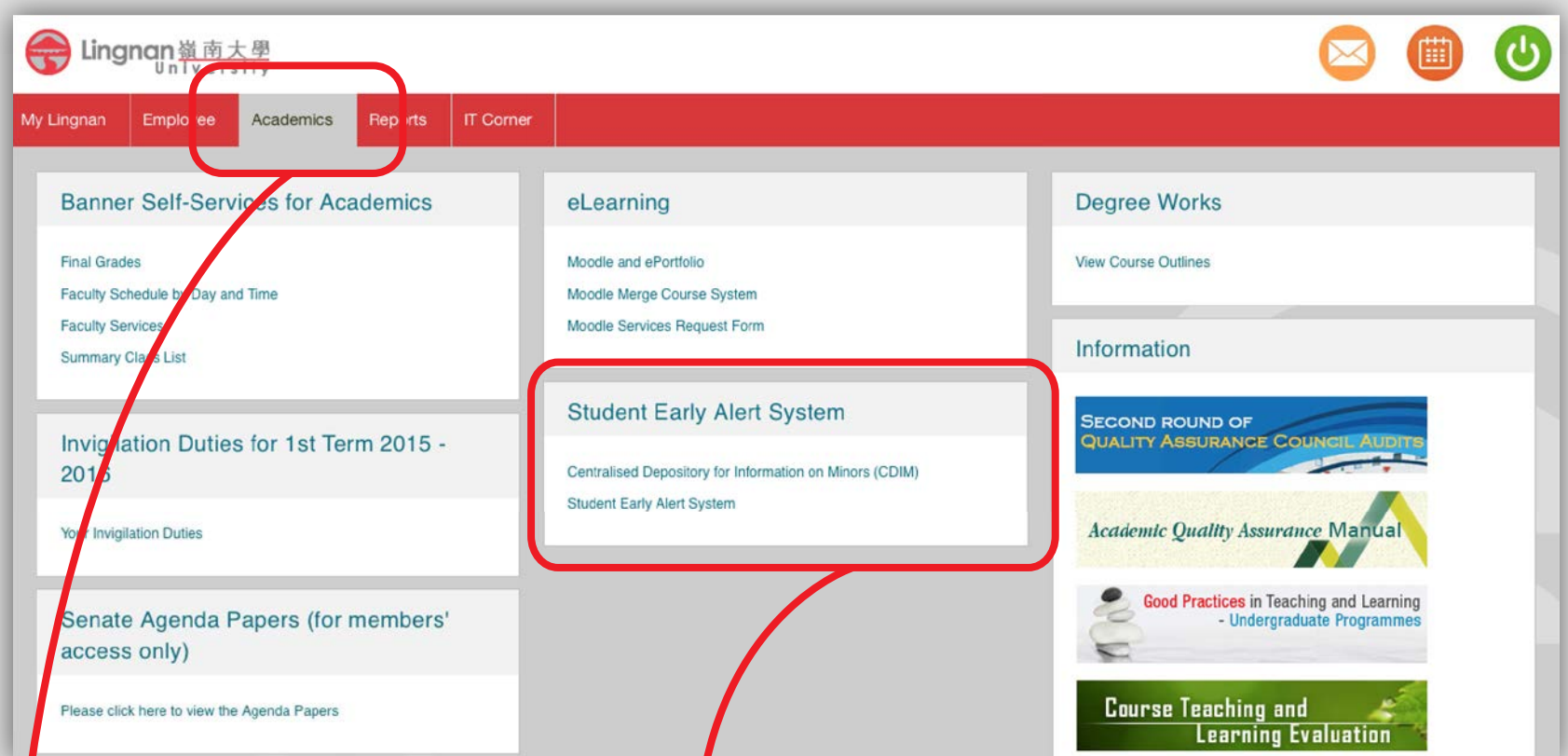


## 1 Login to the Lingnan intranet.



## 2 Click on the 'My Course' tag.



● Click on the 'Academics' tag.

● Click on the 'Student Early Alert System'.

# 3 Select the course which the student concerned has enrolled.

Lingnan 嶺南大學 University

Lingnan Student Early Alert System

Term 1, 2012 - 2013  
10 Sep 2011 - 7 Dec 2012

Logged in as: [User Name] (Log out)

**Course List:**  
**EAS for beginner, CRSE 1001 - A (CRN: 160)**  
Instructor: [Instructor Name]

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Term 1, 2014 - 2015  
Course: Financial Accounting, BUS 1103 - 4 (CRN: 1014)  
Instructor: SHI Shanshan and HO Wai Man Grace

Student List

Student Name	Student ID	Attendance	Assessment Tasks	Low Grades	Participation
[Student Name]	[Student ID]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	[Student ID]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Details:  
Name: [Student Name]  
Email: [Student Email]  
ID: [Student ID]

About Academic Progress

Feedback Date: 3 Oct 2014

Issues:  Attendance  Assessment Tasks  Low Grades  Participation

Language and Communication:  Reading  Writing  Listening  Speaking

Comment: Confidential (to SSC Counsellor and Academic Advisor ONLY)

Comment: Confidential (to Academic Advisor ONLY)

• Select the student from the list.

• Click on the box(es) next to the issue of the student.

# 4

## Write comments in the appropriate textbox if necessary.

About Academic Progress

Feedback Date: 9 Oct 2014

Issues:  Attendance  Assessment Tasks  Low Grades  Participation

Language and Communication:  Reading  Writing  Listening  Speaking

Comment: Confidential (to SSC Counsellor and Academic Advisor ONLY)

Comment: Confidential (to Academic Advisor ONLY)

- Write a message and send to the SSC Counsellor if deemed necessary.

Submit to

Academic Advisor | All teachers who teach the student | Student | Registry | Programme Director | SSC Counsellor (if applicable)

Others

Separate Email Addresses by Semicolons

Message to the student: (Optional)

- By default, an email will be sent to the Academic Advisor, all teachers who teach the students, the student, Registry, SSC Counsellor (if applicable), the Faculty Dean (Arts) or Programme Director (Business or Social Sciences), and Department Head if applicable (only for the student who has already been assigned a major/stream in Arts or Social Sciences)

- Write a message to the student if preferred.

I have communicated with the student previously

- Checking this box indicates that you have communicated with the student that you are concerned with his/her academic progress.

About Academic Progress

Feedback Date: 9 Oct 2014

Issues:  Attendance  Assessment Tasks  Low Grades  Participation

Language and Communication:  Reading  Writing  Listening  Speaking

Comment: Confidential (to SSC Counsellor and Academic Advisor ONLY)

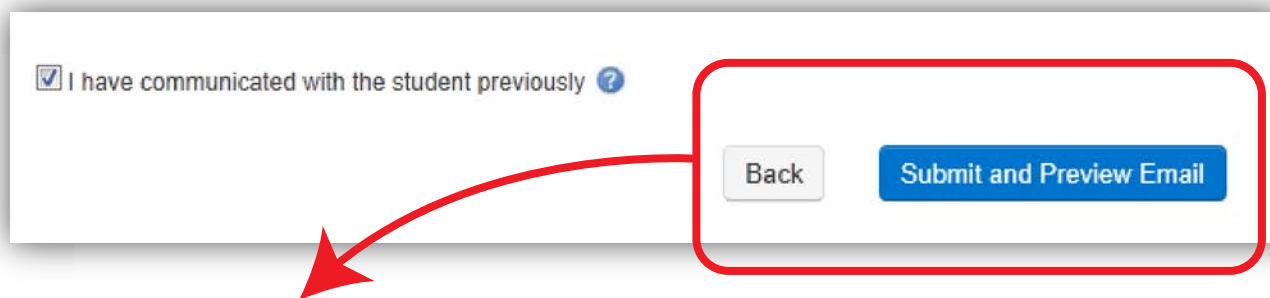
**Attendance**  
The student has missed class regularly or arrived significantly late for at least three sessions during the first six weeks of semester.

### NOTES:

- Clicking on the **question marks** opens up dialogue boxes that provide clarification relevant to the check or narrative boxes.

# 5

## Click on 'Submit and Preview Email'



- Click on '**Submit and Preview Email**' to preview your inputs and emails to be sent to different parties concerned.

The screenshot shows the 'Lingnan Student Early Alert System' interface. The page title is 'Email Preview' and it shows the user is logged in. There are two email drafts visible:

- Email #1 - to Student**  
Email Title: Your academic progress: PLEASE READ  
Recipients: [redacted]  
Dear [redacted]  
This email was generated because one of your Instructors (or tutors) has a concern about your academic progress in the first half of this term.  
Course name: EAS for beginner, CRSE 1001 - A (CRN: 160)  
Instructor: LUE Wing Yuen  
A concern has been raised about your academic progress. You are encouraged to contact your Academic Advisor or your Instructor as soon as possible to discuss your instructor's concerns and see what resources and help can be provided to assist you.
- Email #3 - to all instructors who teach the student and Registry**  
Email Title: The academic progress of a student you teach: PLEASE READ  
Recipients: [redacted]  
Dear Instructors and Registry,  
This email was generated because an Instructor (or tutor) has expressed a concern about the academic progress of a student you are associated with.  
Student name: [redacted]  
Course name: Financial Accounting, BUS 1103 - 4 (CRN: 1014)  
Instructor: [redacted]  
The following aspects of the student's progress have been commented upon:  

Attendance	Your instructor has indicated that you have not been attending or arriving in class as regularly as expected during the first six weeks of this term and is concerned about your academic progress.
------------	---

  
An email has been sent to the student to initiate a process to assist him/her. You do not have to take any action unless you want to share your views (for instructor only: [Link to be generated](#)) about this student.  
Signed  
HO Wai-man, Grace

At the bottom of the second email draft, there are two buttons: a grey "Back" button and a blue "Submit and Send Email" button. A red rounded rectangle highlights both buttons, and a red arrow points from the "Submit and Send Email" button towards the instruction below.

- To submit, click on '**Submit and Send Email**' at the bottom of the '**Email Preview**' page.

# 6


## Response to a Student Early Alert Email

Lingnan 嶺南大學  
University

Lingnan Student Early Alert System

Logged in as: (Log out)

A concern has been raised about the academic progress of the below student by Ms HO Wai-man, Grace on 9 Oct 2014:

<b>Course Details:</b> Name: Financial Accounting, BUS 1103 - 4 CRN: 1014 Instructor: Ms HO Wai-man, Grace	<b>Student Details:</b> Name: CHAM Fung Ming Email: fungmingchan@ln.edu.hk ID: #184593	
---	---	---

Students have been commented upon:

Ms HO Wai-man, Grace has indicated that you have not been attending or arriving in class as regularly as expected during the first six weeks of this term about your academic progress.

A comment has been sent to either the Academic Advisor and/or an SSC Counsellor as appropriate.

**Your Views** (Note: This will be sent to all instructors including Registry or SSC, wherever applicable)  
You may simply click on 'Agree' / 'Disagree' button; and type in your views in the text box provided below, if applicable.

I Agree  I Disagree

She has attended all classes of my course.

- You do not have to take any action.

If you want to share your views, click the appropriate button and write a comment.



Website : <http://study.ln.edu.hk/tlc/>

Email : [tlc@ln.edu.hk](mailto:tlc@ln.edu.hk)

Phone : (+852) 2616 7581