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.
Select the course which the student concerned has enrolled.

- Select the student from the list.
- Click on the box(es) next to the issue of the student.
Write comments in the appropriate textbox if necessary.

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

- Write a message to the student if preferred.

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

- 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)

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.

- To submit, click on ‘Submit and Send Email’ at the bottom of the ‘Email Preview’ page.
Response to a Student Early Alert Email

- You do not have to take any action.

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

She has attended all classes of my course.