

Viewing Student Information

When initially viewing a student's information, click "show more information" to expand their details. **Please note, only the student's academic advisor and select users with system administrative roles can view all information about a student due to data privacy.**

1. Log in to the Advising and Early Alert system <https://my.mnstate.edu/earlyalert>
2. You can access a student's page by clicking on My Students or Advising Home (advisees only).

3. Once on the My Students page or Advising Home, search for and click on the name of the student you wish to view

My Students

Quick Navigation
 - Advising Home
 - My Watch List
 - Email
 - Show All Student

Show 10 entries

Dragon ID	Name	Association
12345678	Dragon, Joe	All Students
		All Students
		All Students
		All Students
		All Students
		All Students
		All Students
		All Students
		All Students
		All Students

Advising Home

Show 10 entries

Student	Class	Enroll Elig	Adv E
Dragon, Joe (12345678)	JR	10/21 9AM	
	JR	10/21 1PM	
	SR	10/19 1PM	
	JR	10/17 9AM	
	SR	10/20 1PM	
	SR	10/18 3PM	
	SR	10/19 9AM	
	SO	10/24 9AM	
	SR	10/18 3PM	
	JR	10/21 9AM	

4. Once on a student's page, note the initial information you can view below:

Note the Quick Action Functionality

Quick Actions

- Add Watch List
- Create Concern
- Add Meeting
- Send Email

Information

Academic Warning, Unpaid Balance Hold

Legal Name: Joe Dragon
Class: Freshman
Advisor: Jane Doe

Major: Undeclared
Minor: N/A

Show More Information

All **Concerns** **Updates** **Emails**

Notes **Meetings** **Files** **Tutoring**

Click each tab to view:
(NOTE: only the student's advisor can view all information under these tabs)

- Concerns** - all concerns submitted for a student along with notes on the resolution
- Updates** - view academic progress check information
- Emails** - all email communication sent through the system
- Notes** - any general notes that have been added to a student's file
- Meetings** - Advising, Academic Coaching, or Other meeting notes
- Files** - any files uploaded to the system regarding a student's academics (i.e. degree plan)
- Tutoring** - if a student uses Academic Success Center Tutoring, the time, date, and class will be logged here

5. Click on 'Show more Information' to view student's additional demographic information, class schedule, and course placement information (see next page).

Student Holds & Academic Status
In this example, the student has an unpaid balance hold and is on academic warning

Information

Academic Warning, Unpaid Balance Hold

Legal Name: Joe Dragon	Major: Undeclared
Class: Freshman	Minor: N/A
Advisor: Jane Doe	
Mobile Phone: 218-555-6655	
Campus	
Address: Holmquist Hall	
Admit Status: Undergraduate Regular	
Race/Ethnicity: White	
Gender: Male	

International: No
Honors: No
Military Served: No
Learn Comm: No
Sports: N/A

Note any populations this student may be part (i.e. a Learning Community that has specific courses students need)

View your student's current class schedule and the schedule for any future term upon registration. Note, the class in red means the student withdrew.

Courses

Fall 2022

ANTH 110 (3.00 Cr.)
Introduction to Cultural Anthropology
Instructor Name

ART 170 (3.00 Cr.)
Art Appreciation: Content and Form
Instructor Name

COMM 100 (3.00 Cr.)
Speech Communication
Instructor Name

ENGL 101 (3.00 Cr.)
English Composition I
Instructor Name

GEOS 170 (3.00 Cr.)
Earth Science Today
Instructor Name

BIOL 111 (3 Cr.)
Cell Biology
Instructor Name

Placements

English: ENGL 101

Math: **Recommended:** MATH 090A or 105
Students who need a specific Math course for their major should not take MATH 105

HS GPA Placement: MATH 127*
**Based on HS GPA, student is eligible for MATH 127. If MATH 127 is needed for student's major, it is recommended they take MATH 090A followed by MATH 127 with 127C*

English and Math Placement can be found here. Note Math placement lists all possible courses a student is eligible for (not just major-specific requirements)

Note – additional resources related to advising student populations (e.g. a Learning Community Course List) can be found on the [Advisor Resources Webpage](#).

Questions?

Contact Loren Baranko Faught (loren.baranko@mnstate.edu; 218-477-4727)