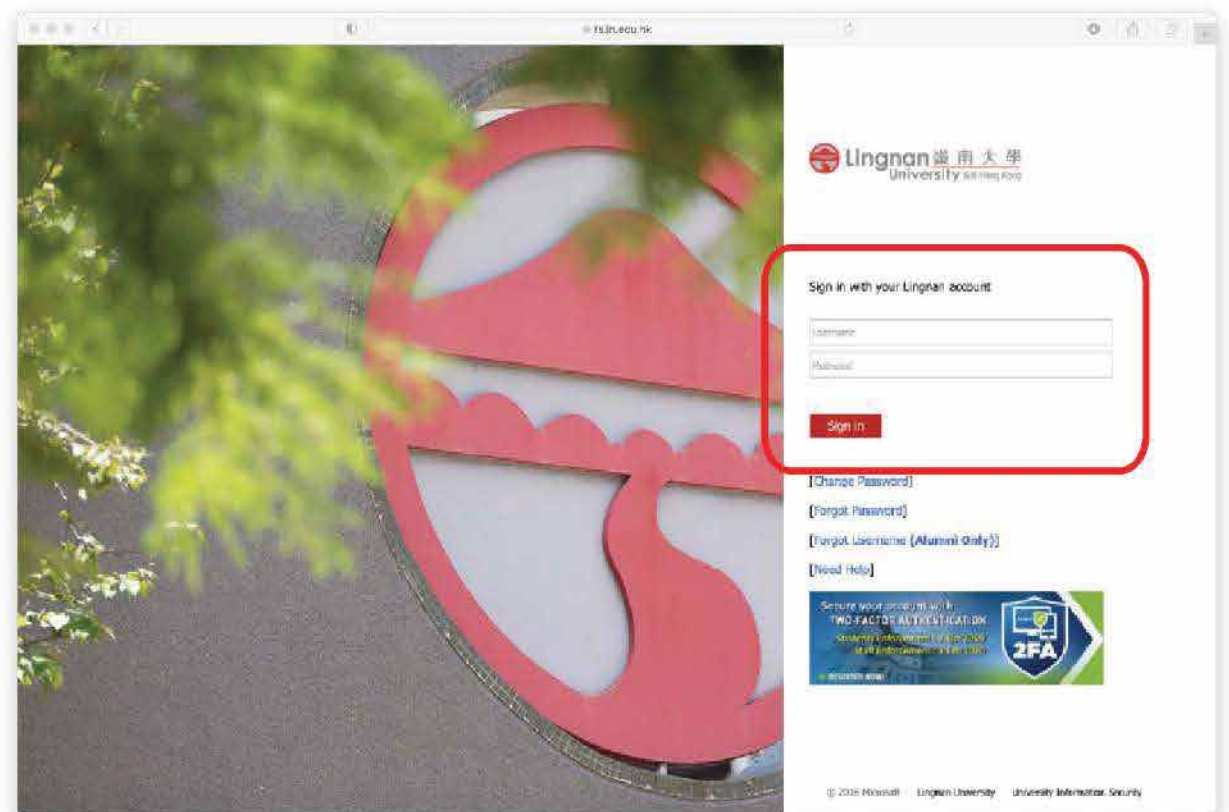
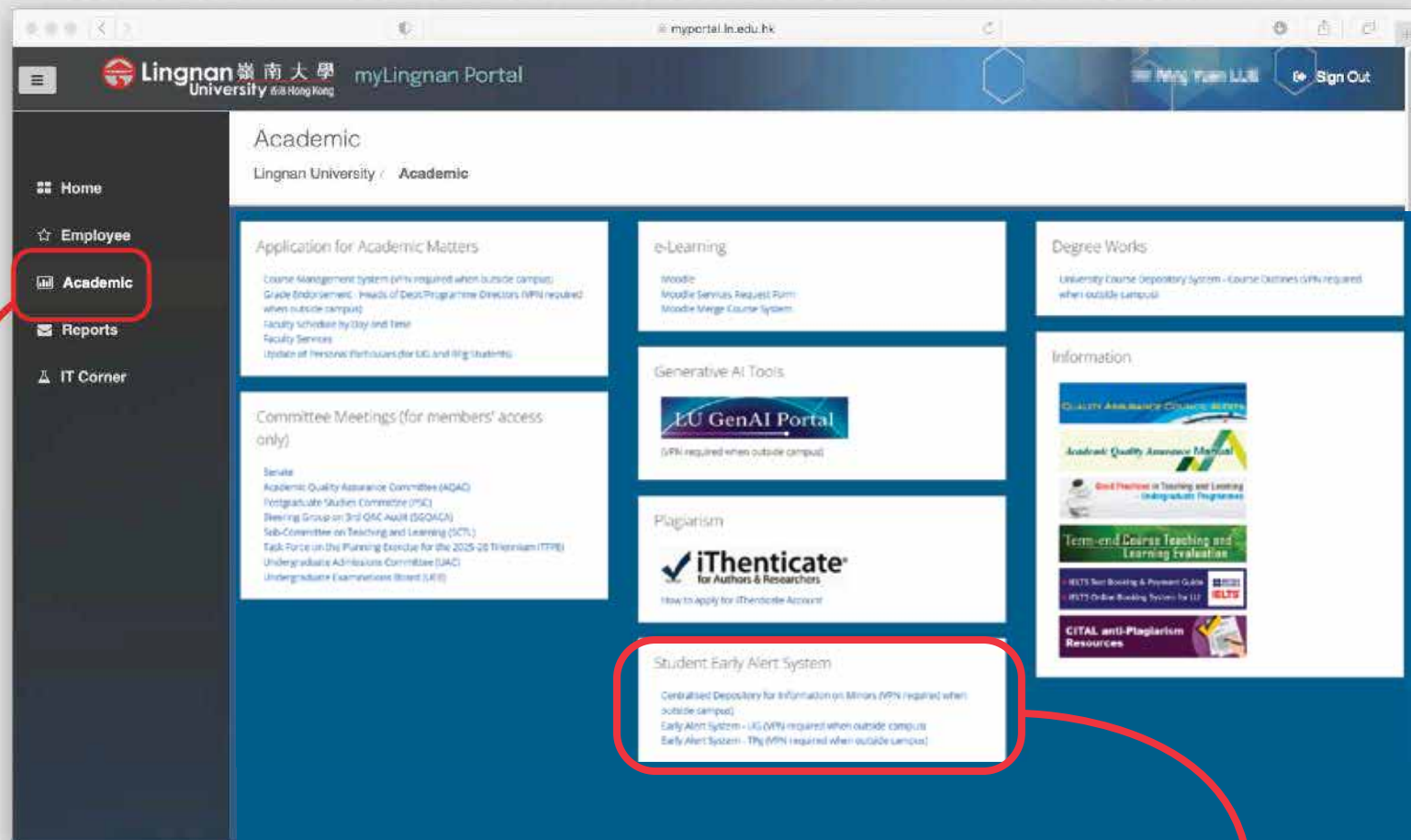


## 1 Login to the Lingnan intranet.



## 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 香港 Hong Kong

Lingnan Student Early Alert System

**Term 2, 2024 - 2025**  
10 Jan 2025 - 17 Apr 2025

**Course List:**  
**Action Learning Projects, MGT 506 - 1 (CRN: 3245)**  
Instructor: [Dr. \[Name\]](#) [\[Name\]](#) [\[Name\]](#) [\[Name\]](#) [\[Name\]](#)  
**Industrial Relations & Employment Law, HRM 4350 - 1 (CRN: 565)**  
Instructor: [Dr. \[Name\]](#) [\[Name\]](#)  
**Quality and People, HRM 3353 - 1 (CRN: 564)**  
Instructor: [Dr. \[Name\]](#) [\[Name\]](#)  
**Strategic Management, BUS 4301 - 3 (CRN: 77)**  
Instructor: [Dr. \[Name\]](#) [\[Name\]](#)

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Term 2, 2024 - 2025

**Course:** [Introduction to the History of the United States](#) | [History 101](#) | [Home](#) | [About](#) | [Contact](#) | [Privacy Policy](#) | [Terms of Service](#)

**Course Level:** UG

**Instructor:**  

- Select the student from the list.

### Student List

[illegible]

**Student Details:**

Name: \_\_\_\_\_

Email: [info@openstax.org](mailto:info@openstax.org)

ID: 11111111



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

### About Academic Progress

Feedback Date: 16 Dec 2024

Issues: ☒ Attendance [?](#) ☐ Assessment Tasks [?](#) ☐ Low Grades [?](#) ☐ Participation [?](#)

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

[illegible]

Comment: Confidential  
(to Academic Advisor ONLY) ?

\_\_\_\_\_

—Submit to

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

☐ Others

# 4

## Write comments in the appropriate textbox if necessary.

About Academic Progress

Feedback Date: 16 Dec 2024

Issues:

☒ Attendance ?

☐ Assessment Tasks ?

☐ Low Grades ?

☐ Participation ?

Comment: Confidential

(to Counsellor and Academic Advisor ONLY) ?

Comment: Confidential

(to Academic Advisor ONLY) ?

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

Submit to

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

☒ Others

Separate Email Addresses by Semicolons

Message to the student: (Optional) ?

Poor Attendance

- By default, an email will be sent to the Academic Advisor, all teachers who teach the students, the student, Registry, 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 ?

Comment: Confidential  
to SSC Counsellor and Academic Advisor

Please contact the student

**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'

☒ I have communicated with the student previously [?](#)

Back Submit and Preview Email



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

### Email Preview

#### Email #1 - to Student

Email Title: Your academic progress: PLEASE READ

Recipients: [\[Redacted\]](#) [\[Redacted\]](#) [\[Redacted\]](#) [\[Redacted\]](#)

Dear [\[Redacted\]](#) (Student ID: [\[Redacted\]](#)),

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: [\[Redacted\]](#)

Instructor: [\[Redacted\]](#)

This notification has also been sent to your Academic Advisor and your Instructor directly. You are encouraged to contact both of them as soon as possible to discuss your academic progress and see what steps can be taken and/ or what resources can be provided to assist you.

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.

## Email #2 - to Academic Advisor

Email Title: The academic progress of a student you are associated with: PLEASE READ

Recipients: [redacted]

Dear [redacted],

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: [redacted]

Instructor: [redacted]

The following aspects

|            |
|------------|
| Attendance |
|------------|

An email has been s

Signed  
[redacted]

## 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], Registry <registry@LN.edu.hk>, bba@ln.edu.hk <bba@ln.edu.hk>, dpmgt@LN.edu.hk <dpmgt@LN.edu.hk>

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: [redacted]

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  
[redacted]

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

Back

Submit and Send Email

# 6

## 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.

**Lingnan University** 嶺南大學  
香港 Hong Kong

Lingnan Student Early Alert System

Logged in as: [Name] (Log out)

A concern has been raised about the academic progress of the below student by [Name] [Date]

**Course Details:**  
Name: Financial Accounting, BUS 1160 - 1  
CEN: 1014  
Instructor: Ms HO Wai-tsun, OBE

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

[Student Photo]

Comments have been commented upon:

[Redacted]

[Redacted]

Document 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.

Preview and Submit Email