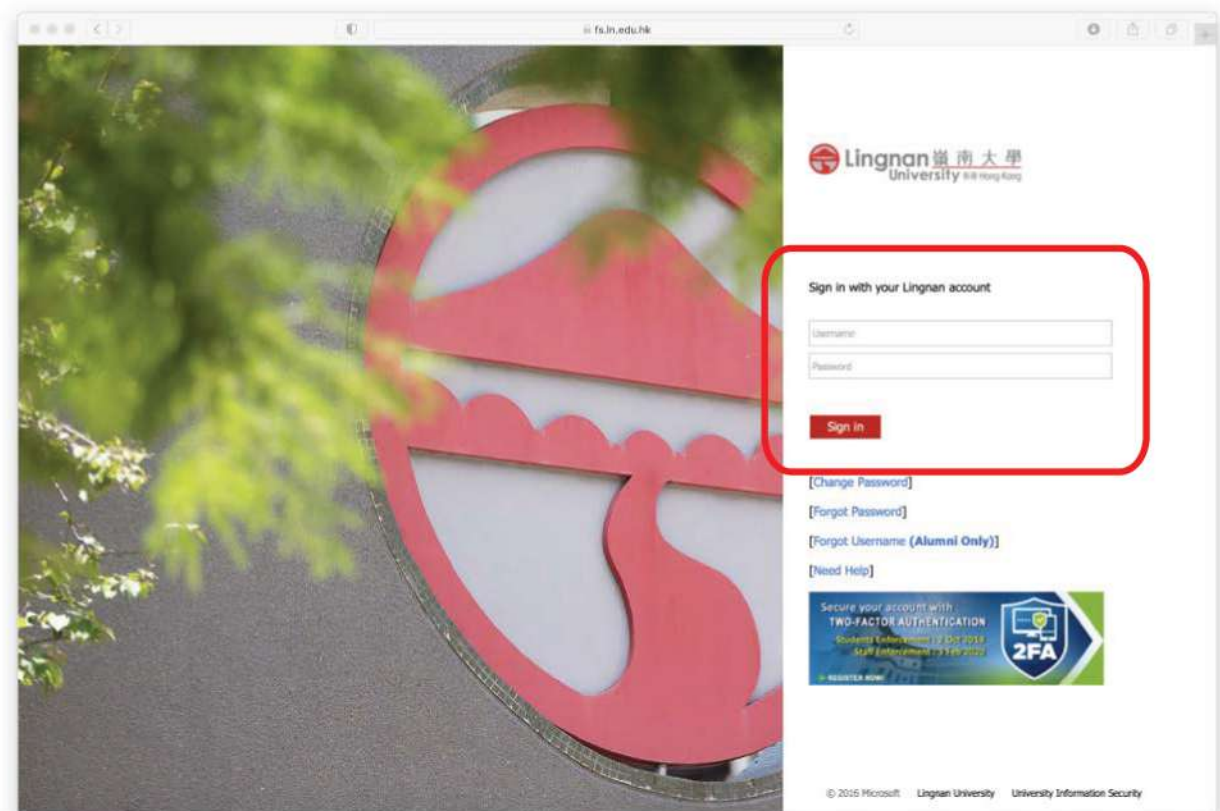
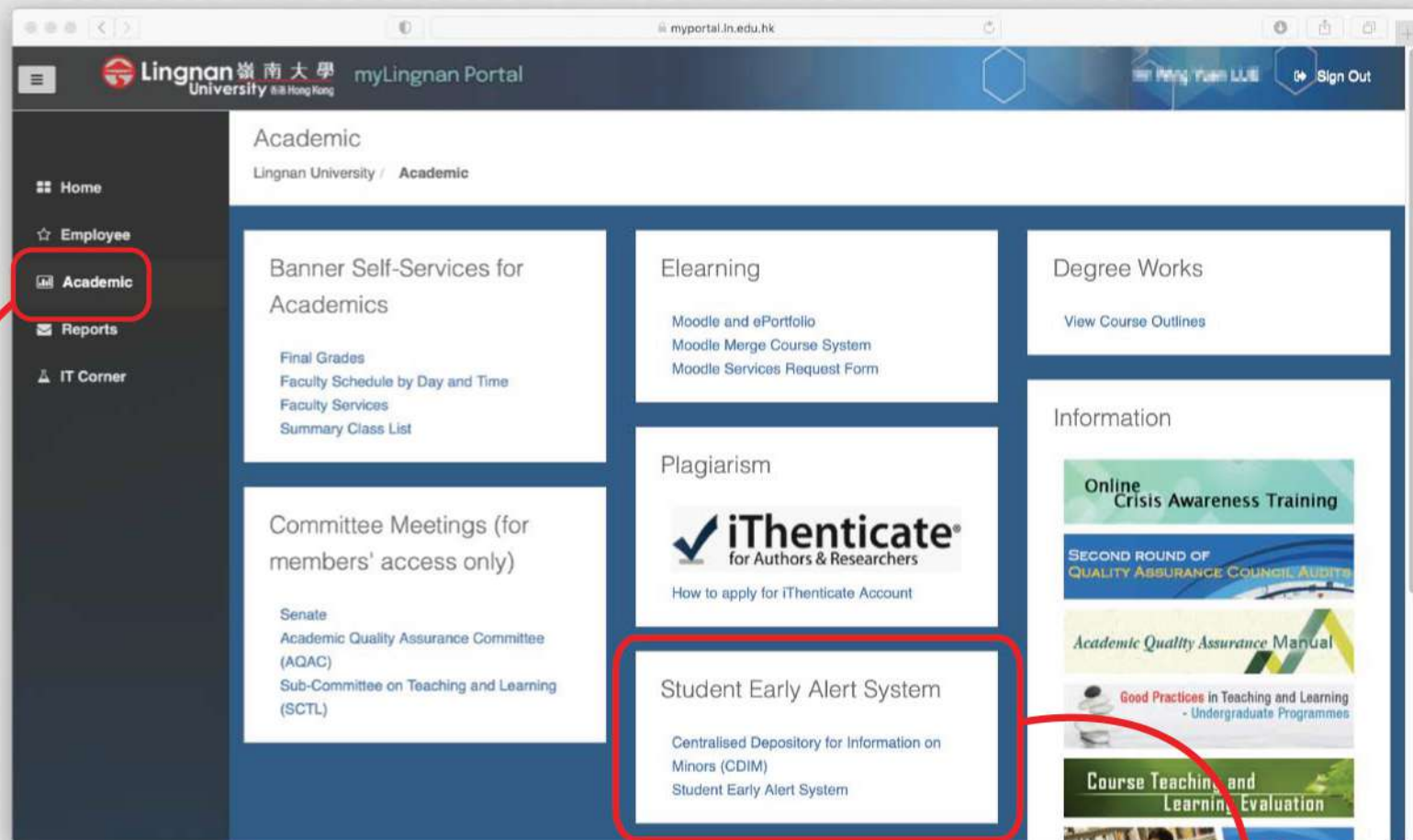


1 Login to the Lingnan intranet.



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: 
Industrial Relations & Employment Law, HRM 4350 - 1 (CRN: 565)
Instructor: 
Quality and People, HRM 3353 - 1 (CRN: 564)
Instructor: 
Strategic Management, BUS 4301 - 3 (CRN: 77)
Instructor: 

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Term 2, 2024 - 2025

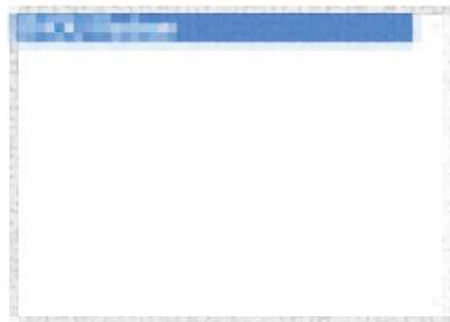
Course: [blurred]

Course Level: Postgraduate

Instructor: [blurred]

• Select the student from the list.

Student List



Student Details:

Name: [blurred]

Email: [blurred]

ID: [blurred]



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

About Academic Progress

Feedback Date: 8 Jul 2025

Issues:

☐ Attendance ?

☐ Assessment Tasks ?

☐ Low Grades ?

☐ Participation ?

Submit to

☒ All teachers who teach the student | Student | School of Graduate Studies | Programme Director

☐ Others

4

Write comments in the appropriate textbox if necessary.

Submit to

☒ All teachers who teach the student | Student | School of Graduate Studies | Programme Director

☒ Others

Separate Email Addresses by Semicolons

Message to the student: (Optional) ?

Poor Attendance

- By default, an email will be sent to all teachers who teach the student, the student and School of Graduate Studies, Programme Director

- 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 Commu

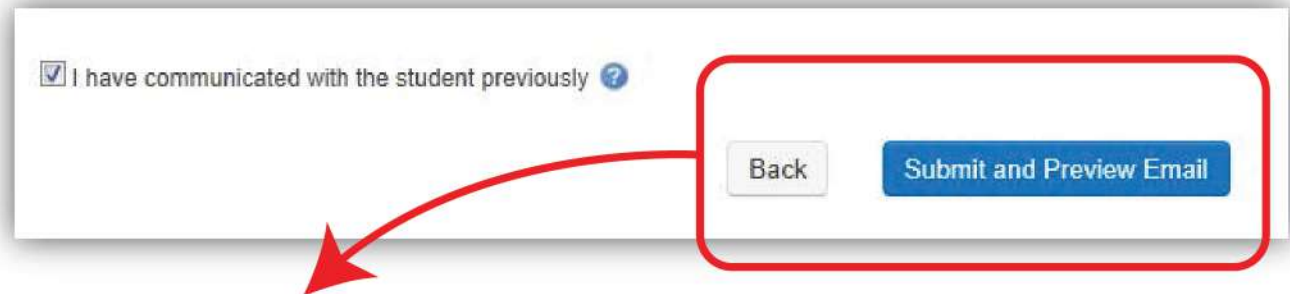
Attendance
The student has missed class regularly or arrived significantly late for at least three sessions during the first six weeks of semester.

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 #1 - to Student

Email Title: [DEV-TPG]Early Alert System: Your academic progress

Recipients: [Redacted]

CC: Programme Office [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: [Redacted]

Instructor: [Redacted]

This notification has also been sent to your Programme Director and the Instructor concerned 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.
------------	---

This email is entirely CONFIDENTIAL and intended to help address any of your academic problems. The fact you are receiving this message DOES NOT impact on your grades.

Signed [Redacted]

Email #2 - to all instructors who teach the student and School of Graduate Studies

Email Title: [DEV-TPG]Early Alert System: The academic progress of a student you teach

Recipients:

CC: Programme Office

Dear Programme Director, Instructors and School of Graduate Studies,

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:

Course name:

Instructor:

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. The student has been invited to contact the Programme Director and/or the relevant Instructor for advice. Other Instructors can share their views about this student via ([Link to be generated](#)) if deemed necessary.

Signed

Back

Submit and Send Email

Recipients included:

- all instructors who teach the student
- School of Graduate Studies
- Programme Director

CC:

- Programme Office General Email

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

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.

The screenshot displays the 'Lingnan Student Early Alert System' interface. At the top, the Lingnan University logo and name are visible, along with the text 'University 香港 Hong Kong'. The user is logged in as 'Lingnan Student Early Alert System' with a '(Log out)' link. A message states: 'A concern has been raised about the academic progress of the below student by Mr HO Wai-man, Grade on 2 Oct 2014'.

Course Details:
Name: Financial Accounting, BUS 1103 - 4
CHN 1014
Instructor: Mr HO Wai-man, Grade

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

A student photo is shown on the right. Below the details, a section titled 'Comments' shows a comment from 'Mr HO Wai-man' dated '2 Oct 2014' stating: 'as 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.'

The 'Your Views' section at the bottom contains the instruction: 'You may simply click on 'Agree' / 'Disagree' button; and type in your views in the text box provided below, if applicable.' It features two radio buttons: 'I Agree' (selected) and 'I Disagree'. Below these is a text box containing the text 'She has attended all classes of my course.' A red box highlights the radio buttons and the text box. A 'Preview and Submit Email' button is located at the bottom right of the 'Your Views' section.