

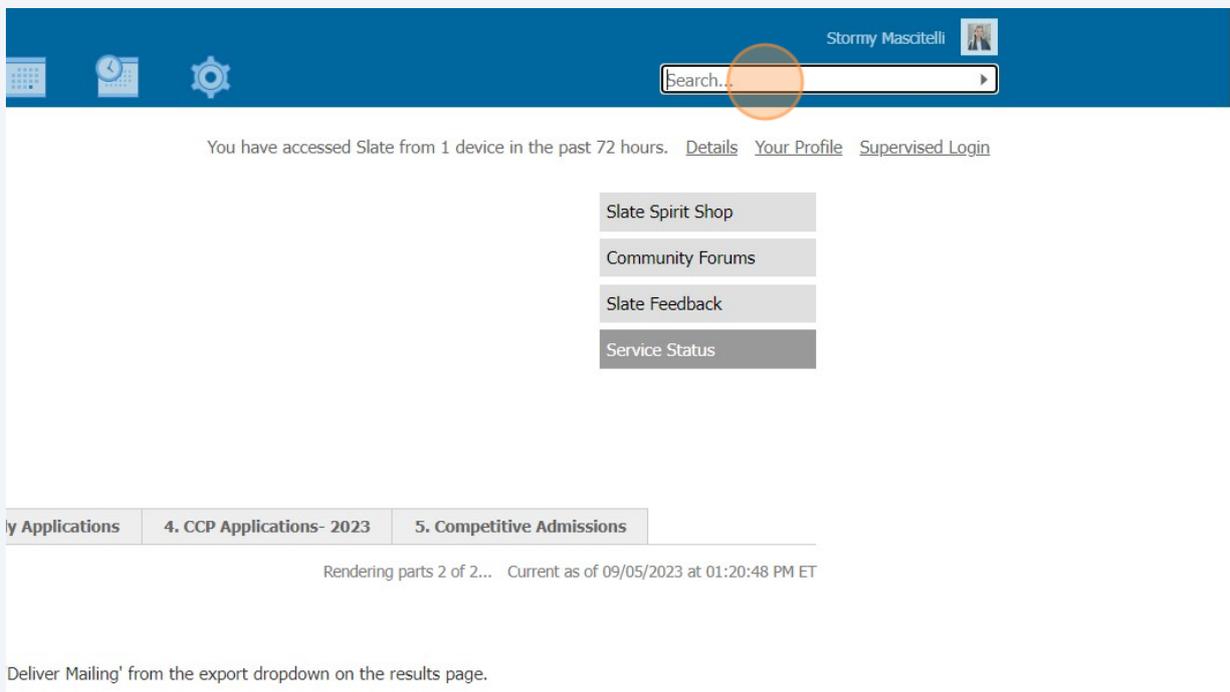
Updating or closing an alert in Slate

1

Navigate to the students record in slate. You can access it directly from slate or by clicking on the student from your Advising Hub.

2

If accessing directly from slate, click the "Search..." field and enter the student name or ID.



3 Click "Alerts"

Stormy Mascitelli

Search...

Applicant 8768662

Waiting Submission | CFNC 2023-24 Decided | Profile | Materials | **Alerts** | Student | Details

Josh TEST | Cougarmail: | Birthday: 02/26/1990 | Gender Identity: |

Brian Post | Campus Location: | Alerts: Academic Planning

Jefferson Cty, TN
TN-02 Knoxville

1646 Russell Ave
Jefferson Cty, TN 37760-2204

Connect
Email jweiler@ferrilli.com
Phone +1 865-397-4864
Mobile +1 603-234-5678

Primary Program: | Student Type: Traditional | Cum GPA: |

Transfer Intent: Unknown | Transfer Institution: N/A

4 Click on the alert you would like to update or close.

slate

Weiler TEST, Josh TEST

Dashboard | Timeline | CCP (Dual) Enrol... | Awaiting Submission | CFNC 2023-24 Decided | Profile | Materials | **Alerts** | Student

Alerts Case Status	Alert Topic	Alerts Title	Alerts Description	Alerts
Add New				
New	Academic Planning		Test	

[Set Default Tab](#)

Slate (Central Carolina Community College)

5

Click this dropdown to update the status (in progress or close)

The screenshot shows a user interface for submitting an alert. The widget is titled "Widget: Submit Alert" and has a close button (X) in the top right corner. The form fields are as follows:

- Submitter:
- Priority:
- Status: (highlighted with an orange circle)
- Alert Type:
- Course for the alert:
- Description:
- New Public Note:
- Public Note History:

8/30/2023 @ 7:56:29 - Test
8/30/2023 @ 8:1:50 -

6

Click the "New Public Note" field and enter any notes about the alert here.

The screenshot shows the same "Submit Alert" widget, but the Status dropdown is now set to "In Progress" and the "New Public Note" field is highlighted with an orange circle. The form fields are as follows:

- Submitter:
- Priority:
- Status:
- Alert Type:
- Course for the alert:
- Description:
- New Public Note: (highlighted with an orange circle)
- Public Note History:

8/30/2023 @ 7:56:29 - Test
8/30/2023 @ 8:1:50 -

7

Click "Save"

Slate (Central Carolina Community College)

Description	Test
New Public Note	Spoke with Josh and he will turn in his assignments
Public Note History	8/30/2023 @ 7:56:29 - Test 8/30/2023 @ 8:1:50 -

Save Delete Cancel