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.
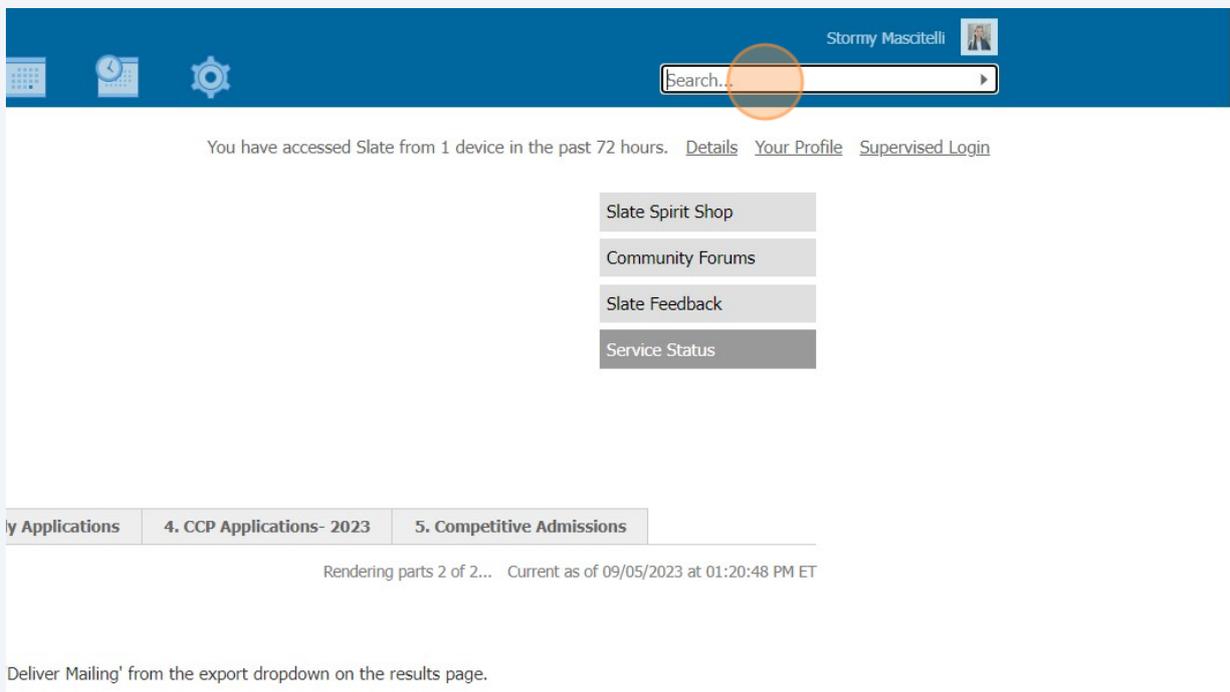
Stormy Mascitelli

Search...

You have accessed Slate from 1 device in the past 72 hours.   Details   Your Profile   Supervised Login

Slate Spirit Shop

Community Forums

Slate Feedback

Service Status

y Applications   4. CCP Applications- 2023   5. Competitive Admissions

Rendering parts 2 of 2...   Current as of 09/05/2023 at 01:20:48 PM ET

Deliver Mailing' from the export dropdown on the results page.

3   Click "Alerts"

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

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

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

7 Click "Save"

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 -

Slate (Central Carolina Community College)

Save   Delete   Cancel