Early Alert Module

The Early Alert module on Blackboard is a resource for students to help identify factors that could be limiting their success. This tool is available to all students on Blackboard. Please use this as a guide to fully explore the information available.
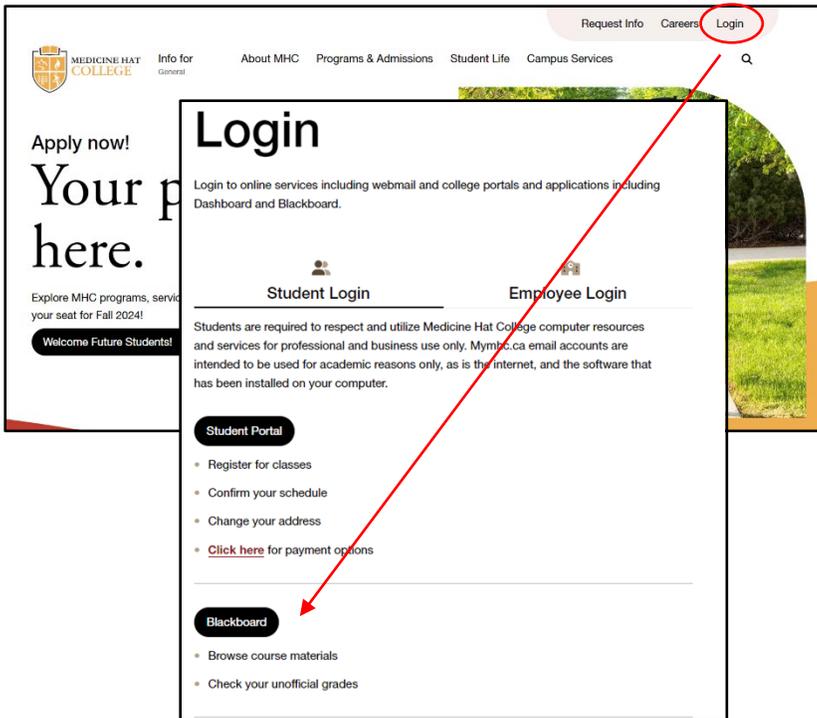
Access Blackboard

- Access your Blackboard account from www.mhc.ab.ca.
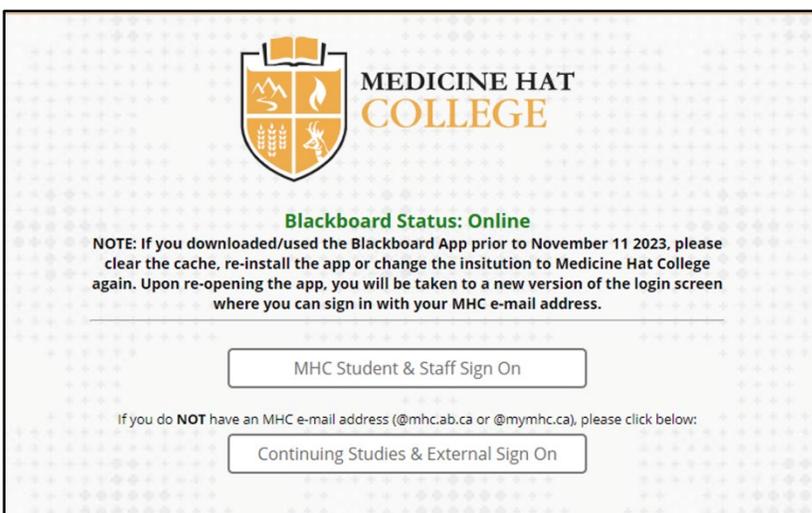
Login

- Select MHC Student & Staff Sign On and enter your username and password then click "sign in".
- If you do not know your username or password click "Forgot my Password".
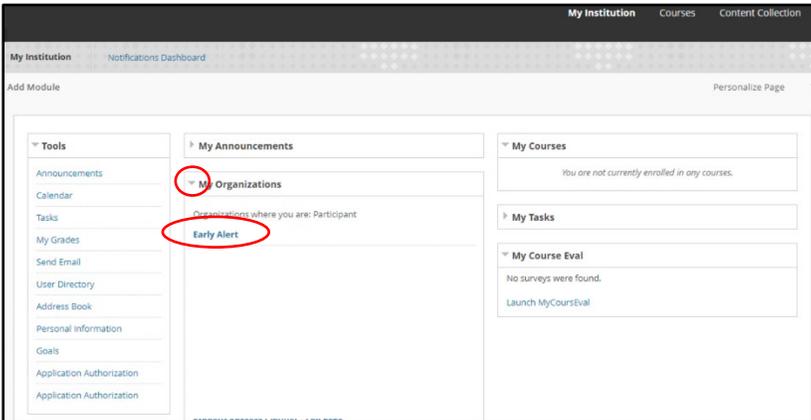
Access Early Alert Module

- If you have received an Early Alert email you will automatically be enrolled in the Early Alert Module.
- Click on "Early Alert" under My Organizations. Click the › arrow beside "My Organizations" if nothing appears underneath the heading.
- **If you have not received an Early Alert email see next step to self-enroll.**
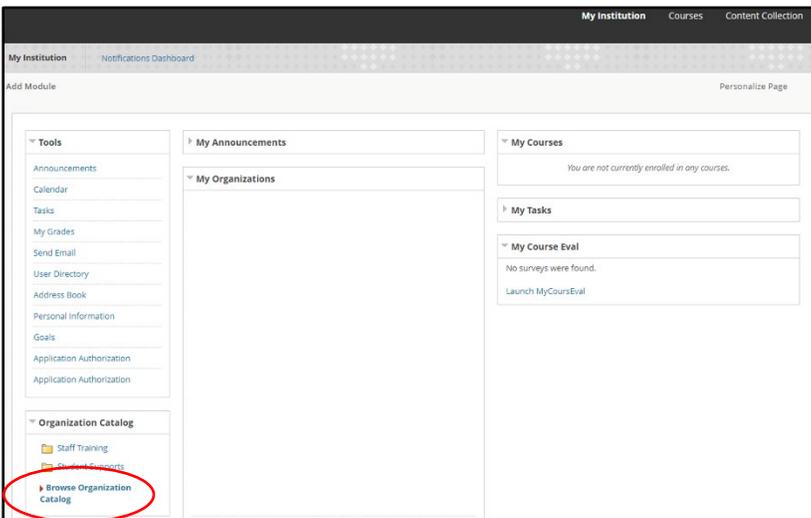
Self-Enroll in Early Alert Module

- Any student can enroll in the Early Alert Module.
- To enroll click on "Browse Organization Catalog".
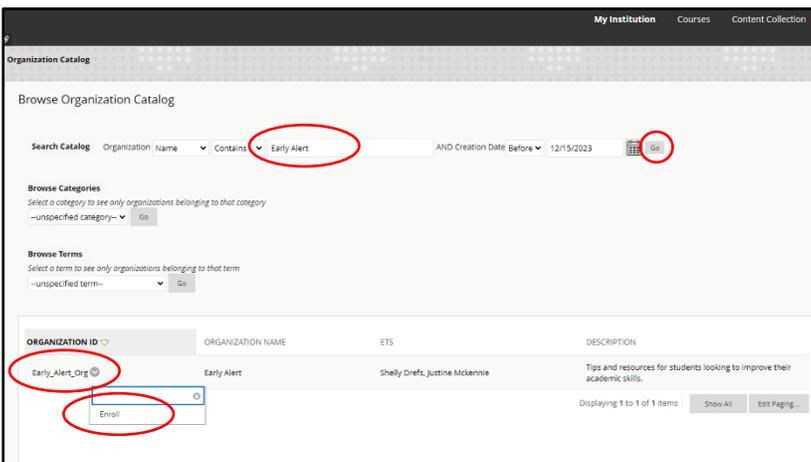
Search for Early Alert Module

- In the Search Catalog field, type in "Early Alert".
- Click "Go".
- Early_Alert_Org should appear at the bottom of your screen.
- Click the ∨ arrow beside Early_Alert_Org and then click "Enroll" which appears in a blue box.
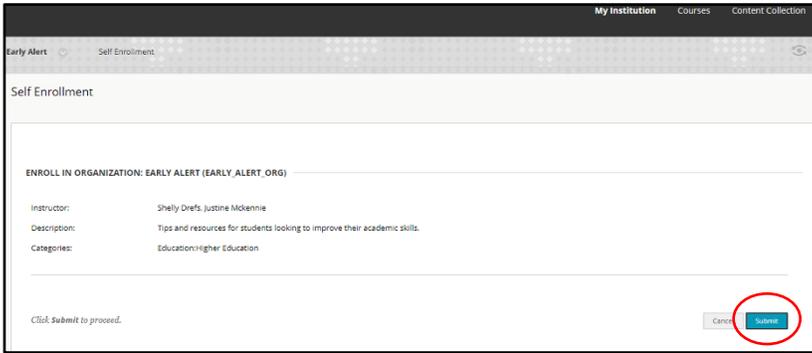
Enroll in Early Alert Module

- Click "Submit" to proceed.
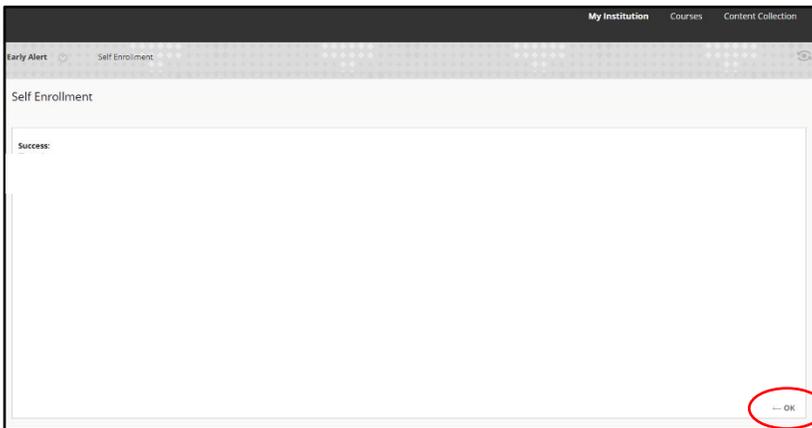
Successfully Enrolled

- A screen will open stating you have successfully enrolled in the Early Alert module.
- Click "OK" and you will be directed to the Welcome Page.
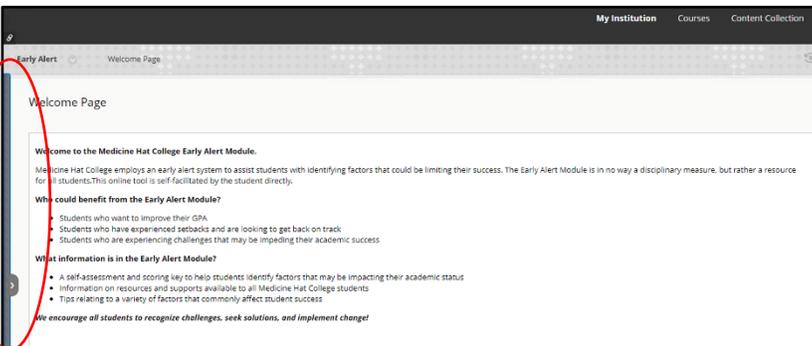
Show Organization Menu

- You may need to hover your mouse over the blue bar on the left hand side of the screen and click the > arrow to access the Organization Menu.
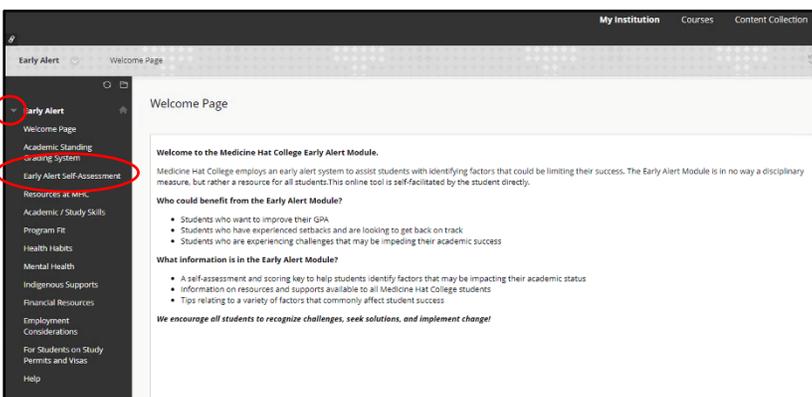
Review Information

- Click on the › arrow beside "Early Alert" to see the tabs in this module.
- You may want to start with the Early Alert Self-Assessment. Click "Early Alert Self-Assessment" to begin.
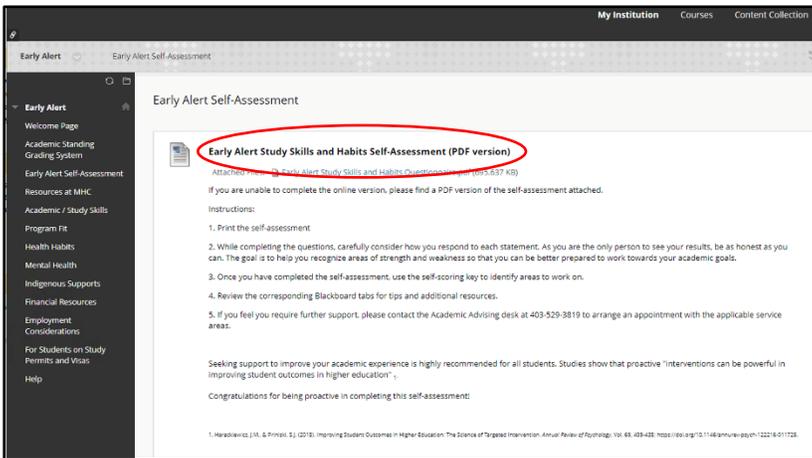
Early Alert Self-Assessment

- The Early Alert Self-Assessment is a self-scoring tool to help you identify factors that may be impacting your academic success.
- You can download a PDF Version or complete the Self-Assessment in sections through Blackboard.
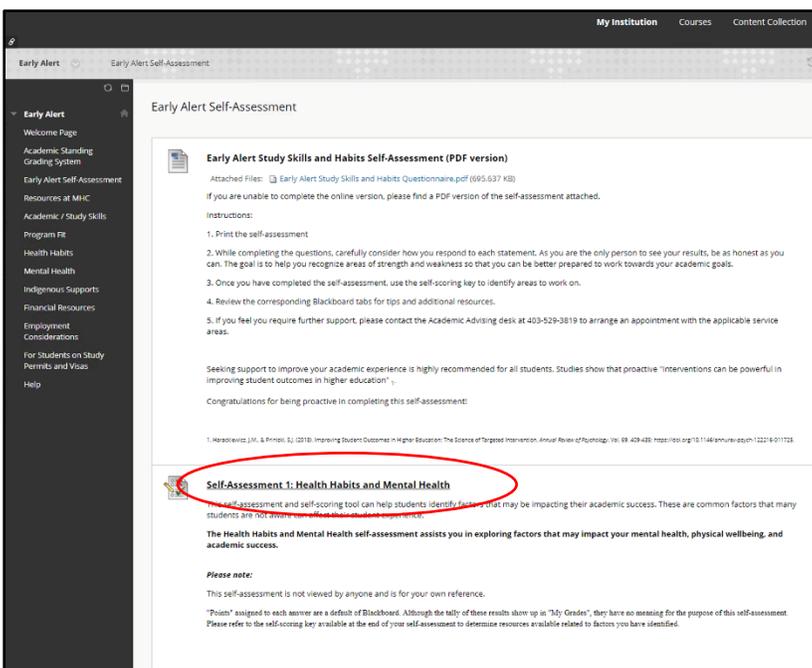
Early Alert Self-Assessment

- The Early Alert Self-Assessment has five sections.
- Each section asks questions corresponding to a tab in the module.
- We recommend students answer questions in every section, except section 5 which is only for Visa Students on Study Permits.
- Click "Self-Assessment 1: Health Habits and Mental Health" to begin.
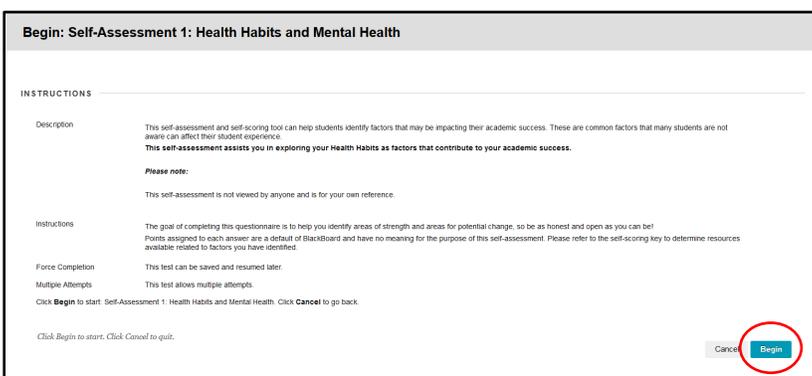
Begin Self-Assessment

- Click "Begin" and you will be presented with a series of questions regarding your habits and skills.
- The points assigned to each answer are a default of Blackboard and have no purpose in this self-assessment.

Receive Scoring Guide

- The last question provides the scoring instructions.
- Answer this question "true" and click "Save and Submit"
- Click "OK" and you will be able to review your answers.

Review Answers

- Scroll through your answers.
- Items marked 4's and 5's are your strengths – keep doing these things!
- Items marked 1's and 2's are weak areas.
- Review the corresponding section tab for information on how to improve upon your weak areas.

Continue to Nest Section

- Click "Early Alert Self-Assessment" to continue with the other sections of the Self-Assessment.
- Click "Self-Assessment 2: Personal Management Skills" and repeat same procedure as above.