

Aviso Guide

AVISO @ CFCC

INTRODUCTION

Adopted by over 30 community colleges in NC, Aviso is an early alert and student retention tool accessible on the CFCC portal. Through Aviso, students and designated staff will be notified of academic performance through automated alerts, messaging, and tasks. Aviso automatically imports data from Colleague, Blackboard, and Web Attendance. Faculty will update student grades in Blackboard before scheduled alert dates and track attendance weekly via Web Attendance.

FEATURES

VIEW ROSTERS

Use your Roster to see a list of students in your courses along with Tags. The tags on your roster display helpful information about your students. Rosters allow you to bulk message students or create bulk alerts for students who are struggling. You can click on individual students from your roster to view student profile pages.

→ To view your rosters, click on Courses listed on your Aviso homepage.

FOLLOWING

You are able to “follow” students in your classes. This means you will receive updates on student progress.

→ Go to your Settings by clicking your picture in the top right corner of your Aviso dashboard. Check the box “Automatically follow students enrolled in current courses that I instruct.”

→ Use the other check boxes in settings to determine which type of information to receive about students.

NOTES

Record student observations in Faculty Notes. This will help other faculty and staff share pertinent information. When writing notes, use third person and remain objective.

FACULTY-INITIATED ALERTS

Notify the student’s success team of personal or academic concerns. Please discuss with the student beforehand when appropriate.

→ These manual alerts are different from the automated alerts that are sent based on data. Faculty should send manual alerts when you notice a student to be at-risk in class or otherwise.

→ To send an alert, click on your Roster. Select student(s) by clicking the boxes beside their names. Click on the Alert button. Specify the Alert Reason and provide some context for why you’re sending an alert.

IMPORTANT NOTE!

Automated Grade Alerts will be sent to students. To ensure that students and designated Student Services staff are receiving alerts reflective of real progress, please update all students’ grades in Blackboard and attendance in Web Attendance. This will be required of all faculty for Aviso to run accurately. There will be three grade alert deadlines in each term. Please make sure to have grades updated by these dates.

GRADE ALERTS

Students that have a current grade of 68% or below will receive automated grade alerts. Grade alerts will go out three times during the term for full, 16-week courses. Classes with a 12-week schedule will receive two alerts. Mini-sessions will receive one grade alert. Clinical, RISE, and Work-Based Learning (WBL) courses will not receive any alerts. Grade alerts are typically sent one week or more before withdrawal deadlines. This allows students and staff to make withdrawal decisions based on the most current grades.

BLACKBOARD LOGIN ALERT

When students haven’t logged into Blackboard for 5 days, an alert will be sent to them encouraging them to login to their course or to reach out for help if needed.

ACHIEVEMENTS

Aviso sends a celebration email, called Achievements, to students who have 85% or higher in the course, following the grade alert deadline.

AVISO STUDENT APP

The Aviso mobile app, called Aviso Student, is available for download now. The app is designed for students. They can easily message and schedule appointments with staff, access course information, and view any tasks assigned to them.

Questions or comments?



Contact Mary Elizabeth McIntosh, Project Director (memcintosh@cfcc.edu) or Brittany Buffkin, Data Technician (bbuffkin@cfcc.edu)

More information on Aviso can be found on our site: <https://cfcc.edu/title-3>

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