

"How To" TEWS

Step 1: Select your name from the drop down list.

Step 2: Select your course from the drop down list.

Step 3: Type in the Student Identification number for students

Step 4: Click on the warning signals that you have observed about the students you enter:

- a. Attendance
- b. Tardiness
- c. Participation
- d. Assignments to Date
- e. Grade to Date
- f. Study Habits
- g. Overall
- h. Notes (Limited to 100 Characters)

Step 5: Indicate any Referrals

- a. Needs to see instructor
- b. Other referral action
- c. Please explain (notes)

Step 6: Click Submit

When you submit, you get a confirmation with the ticket number and any e-mail alerts that are sent out. College adviser e-mails are determined based on the student's "home college," as expressed in the student table.

NOTE: A confirmation page will be created after submission with the details of your TEWS submission.

How the adviser gets notified

I am forwarding you an e-mail of what an adviser e-mail looks like. Basically those e-mails contain the link to the page where the adviser can review the ticket and update the record.

How the referral services gets notified

I am also forwarding you an e-mail of what a referral service e-mail looks like.

If you have questions, please direct them to the following contacts;

Administrative Contact:

Conchita Battle: conchita.battle@csun.edu

Technical Contact:

Mesan Richardson: mesan.richardson@csun.edu