

# TUTOR –TRAC

## How to Create An Academic Alert

### *10 Easy Steps*

Step 1: Go to the Tougaloo College website and type in “tutortrac.tougaloo.edu” as the URL.

Step 2: Type in your faculty ID as your username and click “LOGIN” (you do not need a password).

Step 3: Click on the course you would like to select on the left of the screen.

Step 4: Click on the student’s ID (to the left of student’s name).

Step 5: Click on “View” and select “SAGE Referral” from drop menu.

Step 6: On right side of dialogue box, click on “Create New Referral”.

Step 7: Click on drop list to the right of “Referral Type” and select “Academic Alert”.

Step 8: Add information to the “Subject” and “Notes” boxes (optional).

Step 9: Select a reason and recommendation by checking the appropriate boxes.

Step 10: Click on “save”.

“**Referral Saved**” should appear at the bottom of the screen. Referral is complete.

To exit this page

-Click on “Go to” at the upper-right hand side of the page.

-Using the drop list, select Main Menu, Return, or New Record.