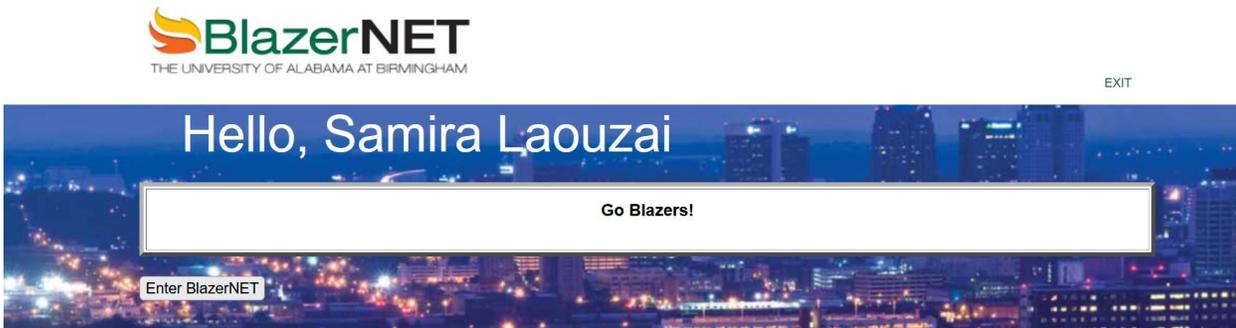


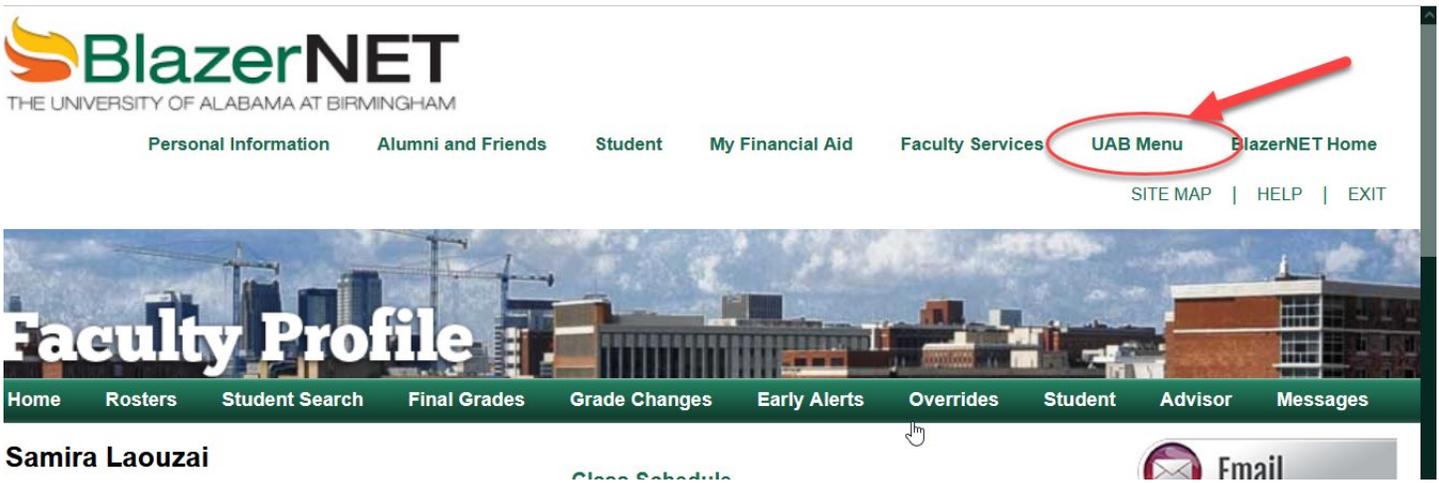
Leadership Access for Canvas Alerts Report

Note: Depending on your role and permissions, the following screenshots may look slightly different. The steps are the same.

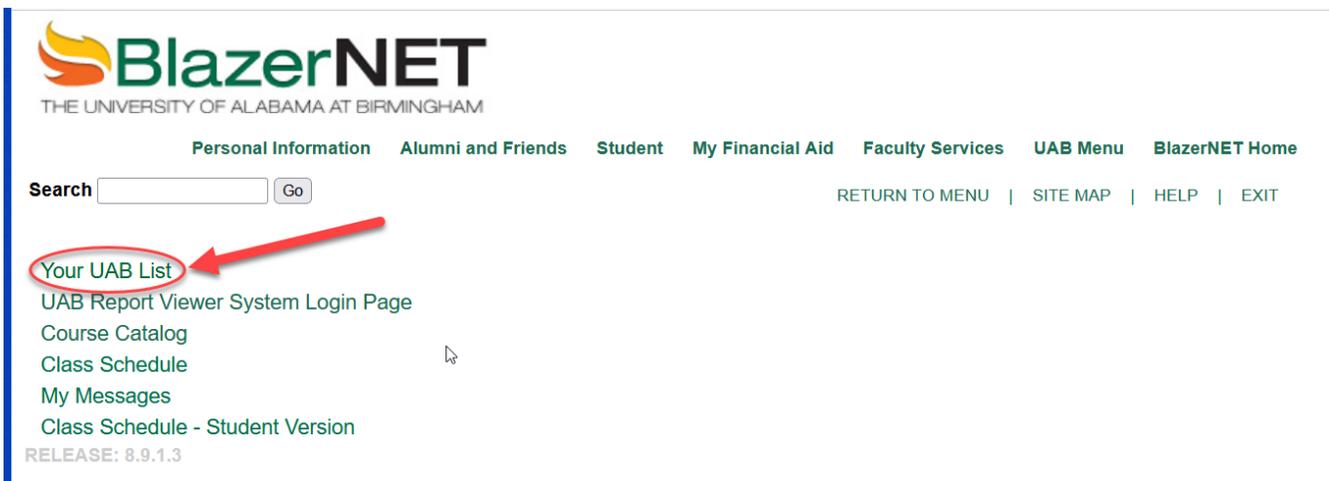
Step 1: Navigate to [BlazerNET](#). Enter your BlazerID and password.



Step 2: Click on "UAB Menu."



Step 3: Click on "Your UAB List."



Step 4: If the security warning message appears (see screenshot below), click "I Accept" to acknowledge the terms.

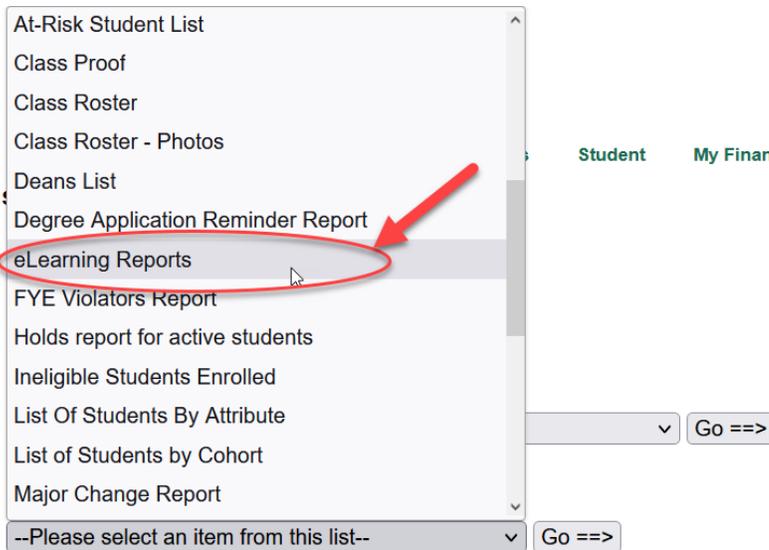
You must acknowledge the security warning below before you can access any custom UAB web pages.



By accessing this system you are agreeing to comply with FERPA regulations, the UAB Student Records Policy, and any other applicable Information Security agreements in place. These include, but are not limited to, refraining from the disclosure of your password to anyone, keeping information confidential except as necessary for conduct of official UAB business and safeguarding all downloaded data. Anyone whose actions lead to a breach of privacy may have access privileges removed and may be subject to disciplinary action.

NOTE: For security purposes, your activities in Self-Service Banner are tracked and logged by user, date/time of access, and item accessed.

Step 5: Navigate to "Your On-Line Reports" and select "eLearning Reports" from the dropdown menu.



By accessing this system you are agreeing to comply with FERPA regulations, the UAB Student Records Policy, and any other applicable Information Security agreements in place. These include, but are not limited to, refraining from the disclosure of your password to anyone, keeping information confidential except as necessary for conduct of official UAB business and safeguarding all downloaded data. Anyone whose actions lead to a breach of privacy may have access privileges removed and may be subject to disciplinary action.

Step 6: Click "Go==>"

--Please select an item from this list--
Adhoc Reports for Canvas Alerts – Admin...
Adhoc Reports for Health Professions...
Class Proof
Class Roster
Class Roster - Photos
eLearning Reports
My Section Codes
Online and Blended Class Report For UAB Online
Online Enrollment report
Students enrolled in online courses only.
TRIO Educational Opportunity Center Admission Report.
--Please select an item from this list--

Personal Information Ali

Go ==>

Go ==>

Go ==>

Your Administration Form ==>

UAB Report Catalog ==>

Step 7: Click on "Canvas Alerts."

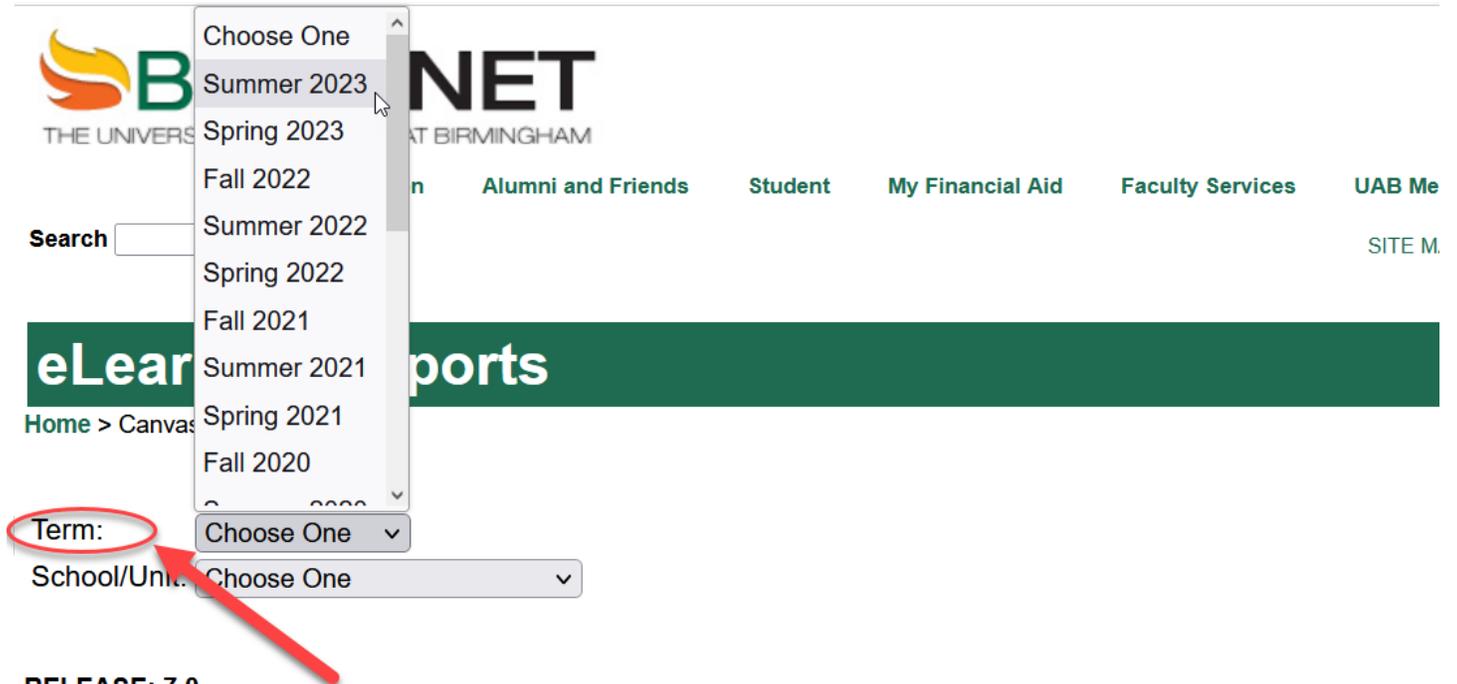
Note: Depending on your permissions, your list may look different from the list on the screenshot below.

eLearning Reports

Admin Menu

Report Title	Report Description
Academic Integrity Reaffirmation Report	Academic Integrity Reaffirmation Report
Academic Integrity Report	Academic Integrity Report
Canvas Alerts	Canvas Alerts Report
Emergency Evacuation Training Report	Emergency Evacuation Training Report

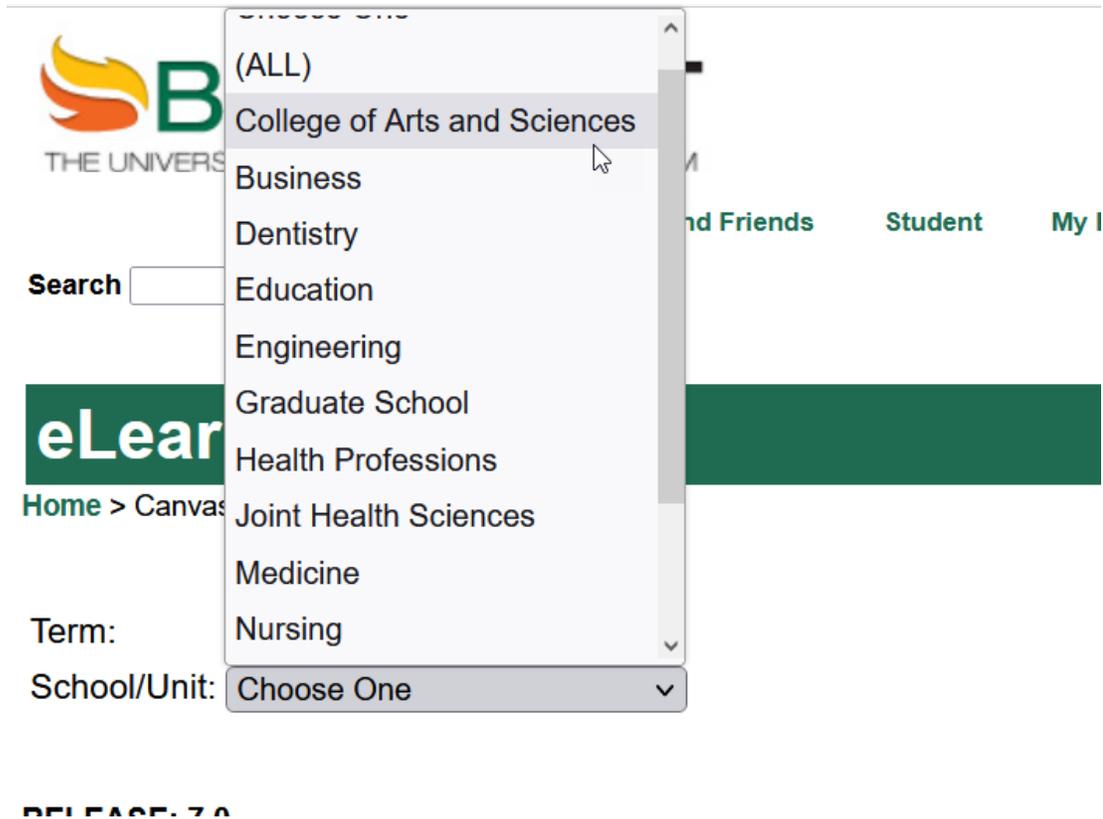
Step 8: Select a term for the report.



The screenshot shows the UAB eLearning Reports page. At the top left is the UAB logo. Below it is a search bar. To the right of the search bar is a navigation menu with links: Alumni and Friends, Student, My Financial Aid, Faculty Services, and UAB Me. Below the navigation menu is a green banner with the text "eLearning Reports". Below the banner is a breadcrumb trail: Home > Canvas. Below the breadcrumb trail is a form with two dropdown menus. The first dropdown menu is labeled "Term:" and is currently open, showing a list of terms: Choose One, Summer 2023, Spring 2023, Fall 2022, Summer 2022, Spring 2022, Fall 2021, Summer 2021, Spring 2021, Fall 2020, and Choose One. A red circle highlights the "Term:" label, and a red arrow points to the "Choose One" option at the bottom of the dropdown menu. The second dropdown menu is labeled "School/Unit:" and is currently set to "Choose One".

Step 9: Select a school/unit for the report. Allow a moment for processing time and for the report to display.

Note: You have been granted access to view reports for a specific school/unit. If additional permissions are needed, contact [Samira Laouzai](#) for assistance.



The screenshot shows the UAB eLearning Reports page. At the top left is the UAB logo. Below it is a search bar. To the right of the search bar is a navigation menu with links: Alumni and Friends, Student, and My I. Below the navigation menu is a green banner with the text "eLearning Reports". Below the banner is a breadcrumb trail: Home > Canvas. Below the breadcrumb trail is a form with two dropdown menus. The first dropdown menu is labeled "Term:" and is currently open, showing a list of terms: (ALL), College of Arts and Sciences, Business, Dentistry, Education, Engineering, Graduate School, Health Professions, Joint Health Sciences, Medicine, and Nursing. A mouse cursor is hovering over "College of Arts and Sciences". The second dropdown menu is labeled "School/Unit:" and is currently set to "Choose One".

Department: (ALL)
 Degree: (ALL)
 Major: (ALL)
 Class: (ALL)
 Level: (ALL)

Enrollment Count By Alert Type	Attendance Alerts	Course Grade Alerts	Assignment Grade Alerts
	129	82	0

Alert Count By Alert Type	Attendance Alerts
	443

Total Enrollments	Total Enrollments With Alerts	% Enrollments With Alerts
6448	211	3.27%

Total Alert Count	% Attendance Alerts
540	82.04 %

BLAZERID	FIRST NAME	LAST NAME	EMAIL	LEVEL	CLASS	SCHOOL/COLLEGE	DEGREE	PROGRAM	DEPARTMENT	MAJOR	TERM	COURSE	INSTRUCTOR NAME	INSTRUCTOR EMAIL	AT
ADMARTO	Alexis	Medina	amartin@csuhq.edu	Undergraduate	Geography	College of Arts and Sciences	Bachelor	BA in Geography	Geography	Geography	Spring	BY100	Robinson	amartin@csuhq.edu	Yes

Step 10: Use filters to display data by department, degree, etc. Click on "Download To Excel" to download a copy of the report.

eLearning Reports
Home > Canvas Alerts Report

Term: Spring 2023
 School/Unit:
 Department: (ALL)
 Degree: (ALL)
 Major: (ALL)
 Class: (ALL)
 Level: (ALL)

[Download To Excel](#)

Enrollment Count By Alert Type	Attendance Alerts	Course Grade Alerts	Assignment Grade Alerts
	129	82	0

Alert Count By Alert Type	Attendance Alerts	Course Grade Alerts	Assignment Grade Alerts
	443	97	0

Total Enrollments	Total Enrollments With Alerts	% Enrollments With Alerts
6448	211	3.27%

Total Alert Count	% Attendance Alerts	% Course Grade Alerts	% Assignment Grade Alerts
540	82.04 %	17.96 %	0 %

BLAZERID	FIRST NAME	LAST NAME	EMAIL	LEVEL	CLASS	SCHOOL/COLLEGE	DEGREE	PROGRAM	SCHOOL/UNIT	MAJOR	TERM	COURSE	INSTRUCTOR NAME	INSTRUCTOR EMAIL	ATTENDANCE ALERT COUNT	COURSE ALERT COUNT	ASSIGNMENT ALERT COUNT
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Please contact [Samira Laouzai](#) for questions/feedback.