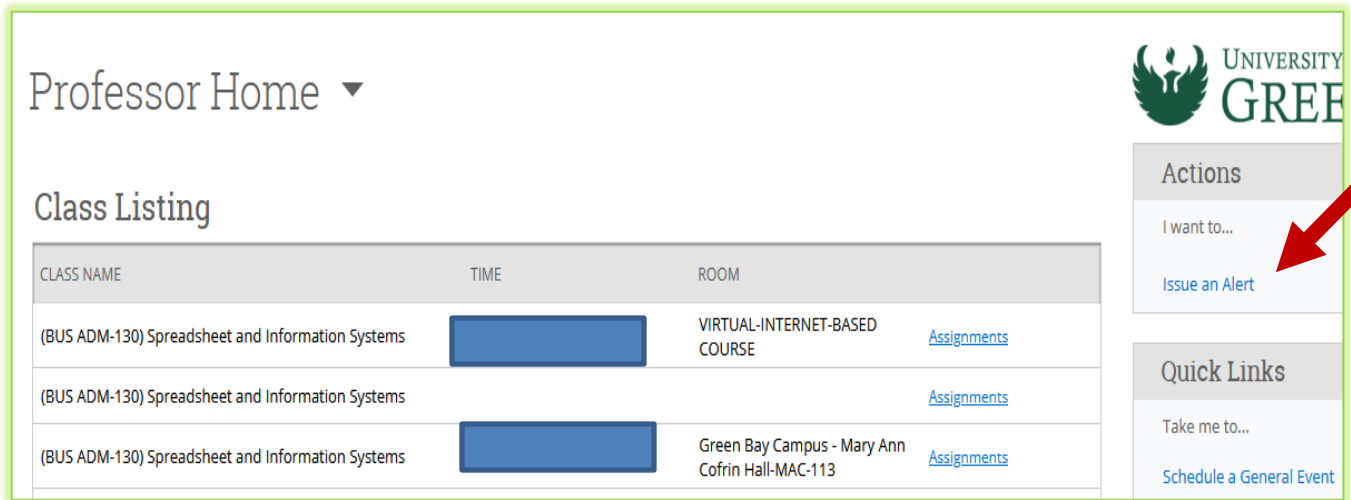


## Issuing Adhoc-alerts in Navigate

Through the Navigate platform faculty can submit academic alerts for students. The features allow a way to draw attention to a student who is struggling academically. By submitting an alert, you are equipping advisors to intervene “just in time” and connect students with resources to help them course correct to ensure they persist, maintain their financial aid eligibility, and ultimately achieve their goals at UWGB.

**Alerts** can be issued throughout the platform, including your professor homepage, a student’s profile page, and the Advanced Search. Faculty can issue an alert on a student at any time, but we want to prioritize submitting some of these alerts in the first two weeks, especially those alerts related to student attendance and engagement.

To issue an alert from your staff or professor homepage, select “Issue an Alert” from the Actions menu on the top right of your screen. This dialogue box will then prompt you to search for the student to issue an alert for. Please see the screenshot below.



Professor Home ▾

UNIVERSITY GREEN BAY

### Class Listing

| CLASS NAME  | TIME | ROOM  |                             |
|---|------|---|-----------------------------|
| (BUS ADM-130) Spreadsheet and Information Systems |      | VIRTUAL-INTERNET-BASED COURSE                   | <a href="#">Assignments</a> |
| (BUS ADM-130) Spreadsheet and Information Systems |      |   | <a href="#">Assignments</a> |
| (BUS ADM-130) Spreadsheet and Information Systems |      | Green Bay Campus - Mary Ann Cofrin Hall-MAC-113 | <a href="#">Assignments</a> |

**Actions**

I want to...

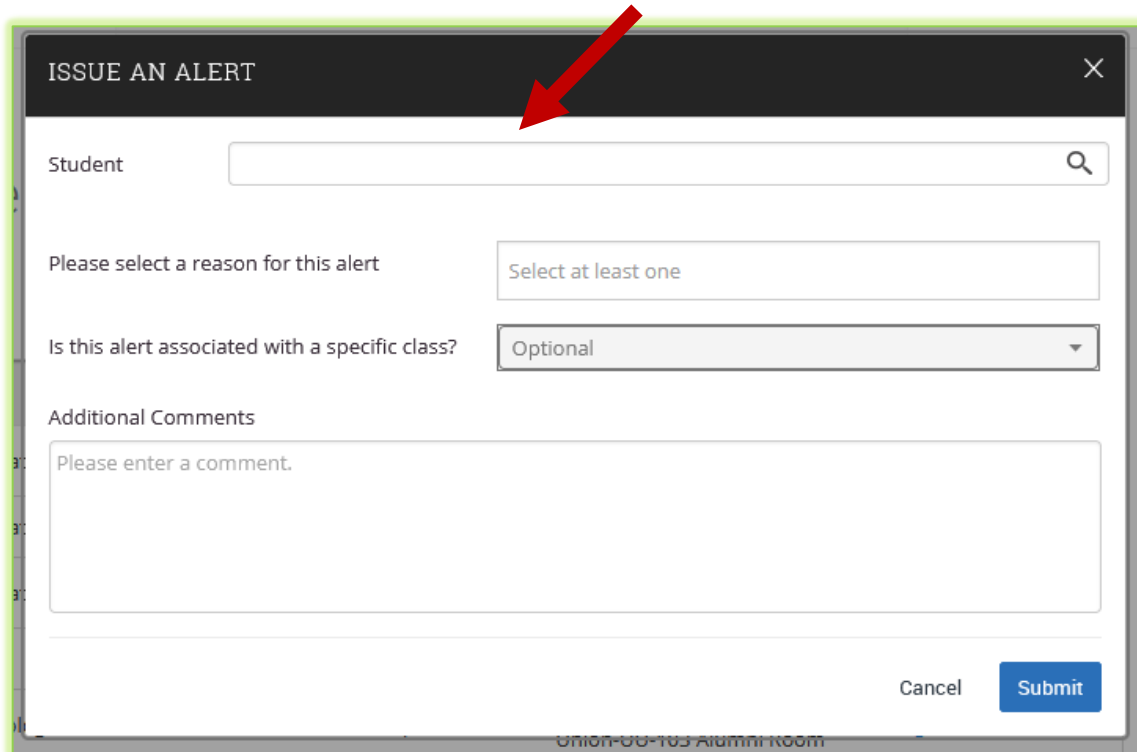
[Issue an Alert](#)

**Quick Links**

Take me to...

[Schedule a General Event](#)

## Issuing Adhoc-alerts in Navigate



**ISSUE AN ALERT** [X]

Student  [Search]

Please select a reason for this alert

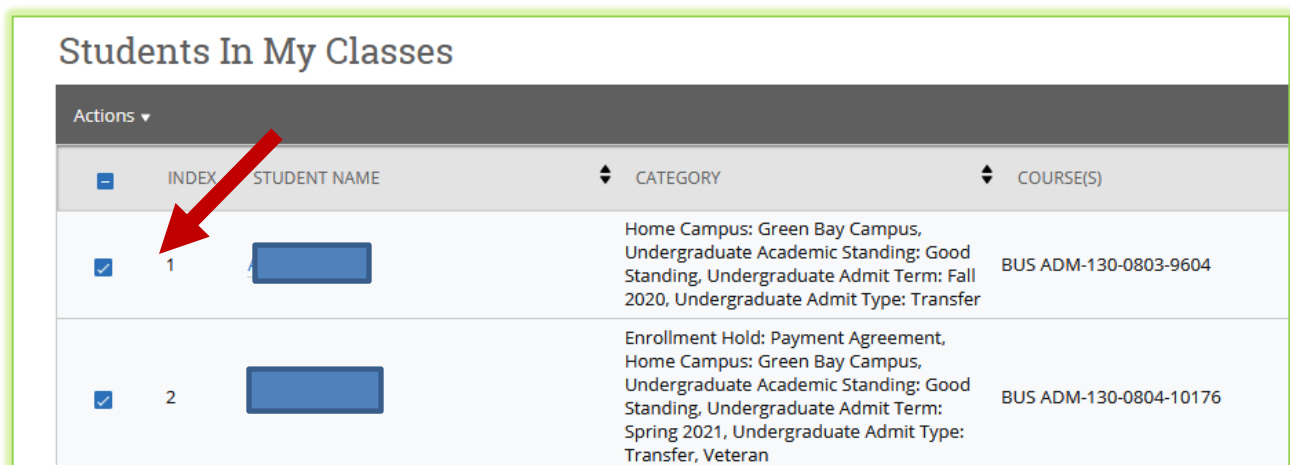
Is this alert associated with a specific class?

Additional Comments

Cancel

Union-CO-103 Alumni Room

To issue an alert from an alphabetical list of your students, check the box next to the student's name/s and select "Issue Alert" from the Actions drop-down menu. For example, you can issue an alert from your assigned students list. Please note - you can issue an alert for multiple students at a time, provided the alert reason is same. Please see the screenshot below.



| Students In My Classes              |       |              |   |
|-------------------------------------|-------|--------------|---|
| Actions ▾                           |       |              |   |
| <input type="checkbox"/>            | INDEX | STUDENT NAME | COURSE(S)   |
| <input checked="" type="checkbox"/> | 1     | [Redacted]   | Home Campus: Green Bay Campus, Undergraduate Academic Standing: Good Standing, Undergraduate Admit Term: Fall 2020, Undergraduate Admit Type: Transfer<br>BUS ADM-130-0803-9604   |
| <input checked="" type="checkbox"/> | 2     | [Redacted]   | Enrollment Hold: Payment Agreement, Home Campus: Green Bay Campus, Undergraduate Academic Standing: Good Standing, Undergraduate Admit Term: Spring 2021, Undergraduate Admit Type: Transfer, Veteran<br>BUS ADM-130-0804-10176 |

## Issuing Adhoc-alerts in Navigate

Students In My Classes

Actions ▾

- Send Message
- Schedule Appointment
- Create Appointment Summary
- Issue Alert**
- Charity
- Tag
- Note
- Mass Print

|                          | CATEGORY  | COURSE(S)             |
|--------------------------|---|-----------------------|
| <input type="checkbox"/> | First Generation-Yes, Home Campus: Green Bay Campus, Minor - International Business, Minor - Spanish&Latin American Studies, Undergraduate Academic Standing: Good Standing, Undergraduate Admit Term: Acad Record Prior to Summer 2018, Undergraduate Admit Type: Transfer | BUS ADM-350-0800-2319 |
| <input type="checkbox"/> | First Generation-No, Home Campus: Green Bay Campus, Undergraduate Academic Standing: Good Standing, Undergraduate Admit Term: Acad Record Prior to Summer 2018,   | BUS ADM-216-0002-3150 |

2 [Blue Button]

Selecting “Issue an Alert” will open the alerts dialogue box as shown above (2<sup>nd</sup> picture).

- **Alert Reason:** Select at least one reason for issuing this alert. Alert reasons are configured for selection.
- **Association with Specific Course:** You may also choose to associate this alert with a specific course in which the student is currently enrolled. You can only select one course. This field is optional.
- **Additional Comments:** Enter all comments related to this alert. Only those staff or faculty with proper permissions will be able to view the alert and its comments. There is no character limit to this field.

*Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).*

Issued alerts show on the Professor Home in the My Issued Alerts section. This allows faculty to see alerts they have issued in Navigate, including links to any associated Progress Reports.

For assistance with this process or if you have any questions, please contact Pooja Agarwal [[agarwalp@uwgb.edu](mailto:agarwalp@uwgb.edu)].