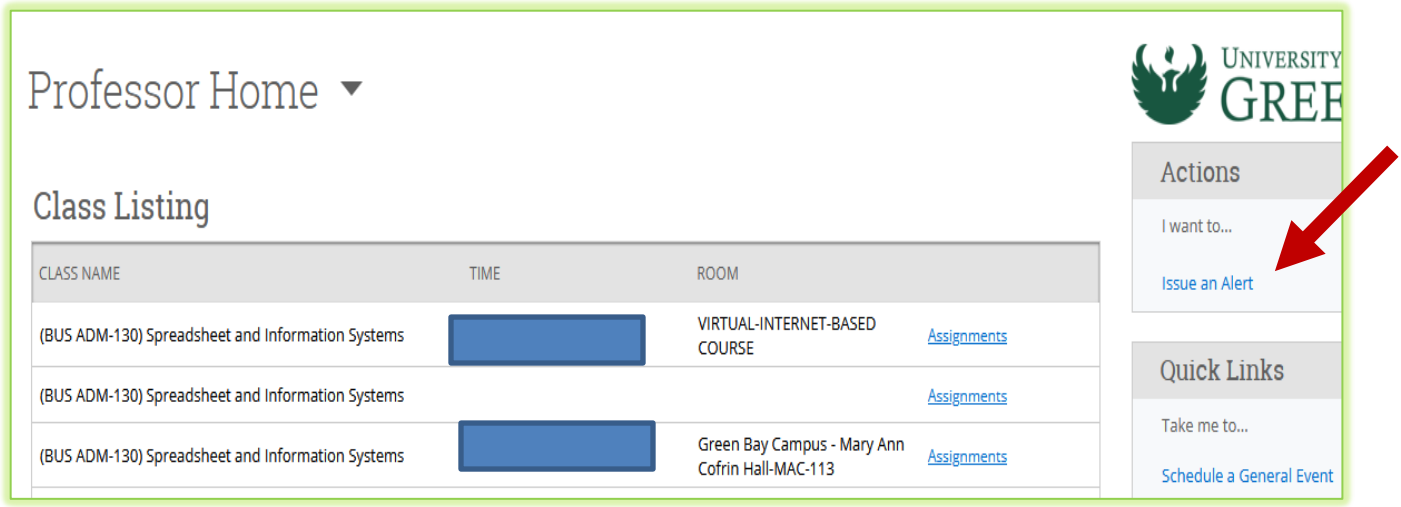
Issuing Adhoc-alerts in Navigate

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 thenprompt you to search for the student to issue an alert for. Please see the screenshot below.



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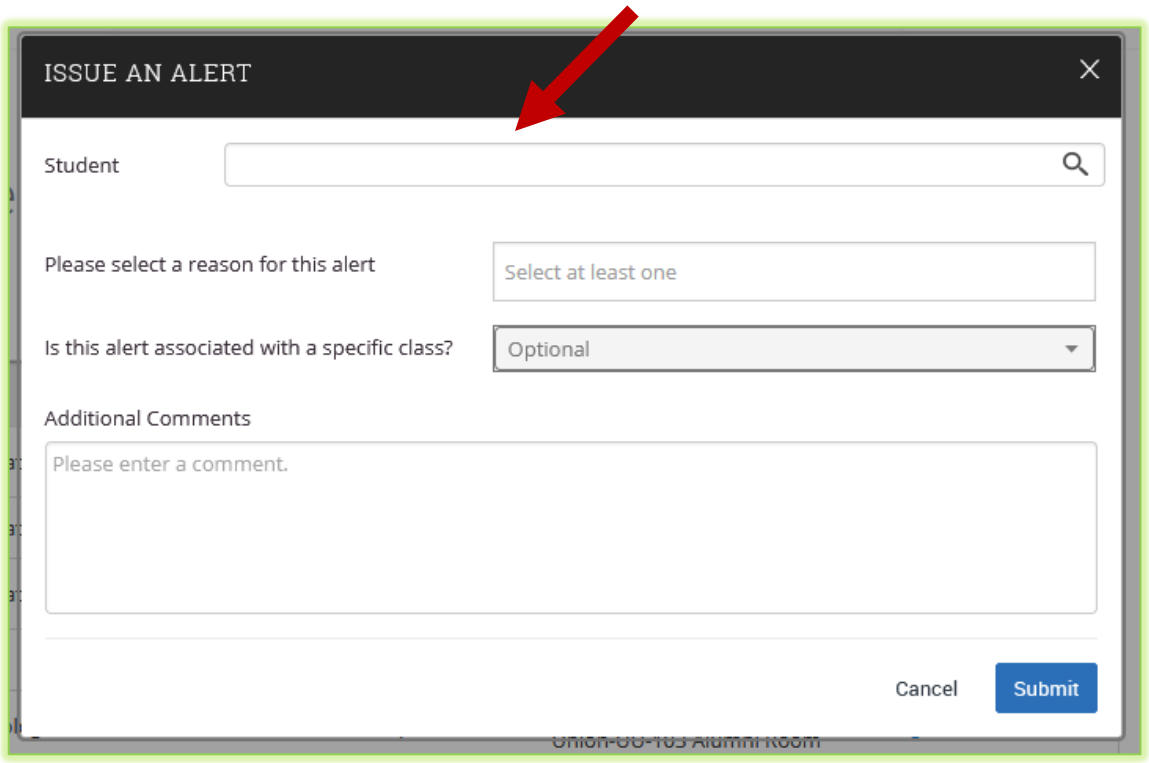
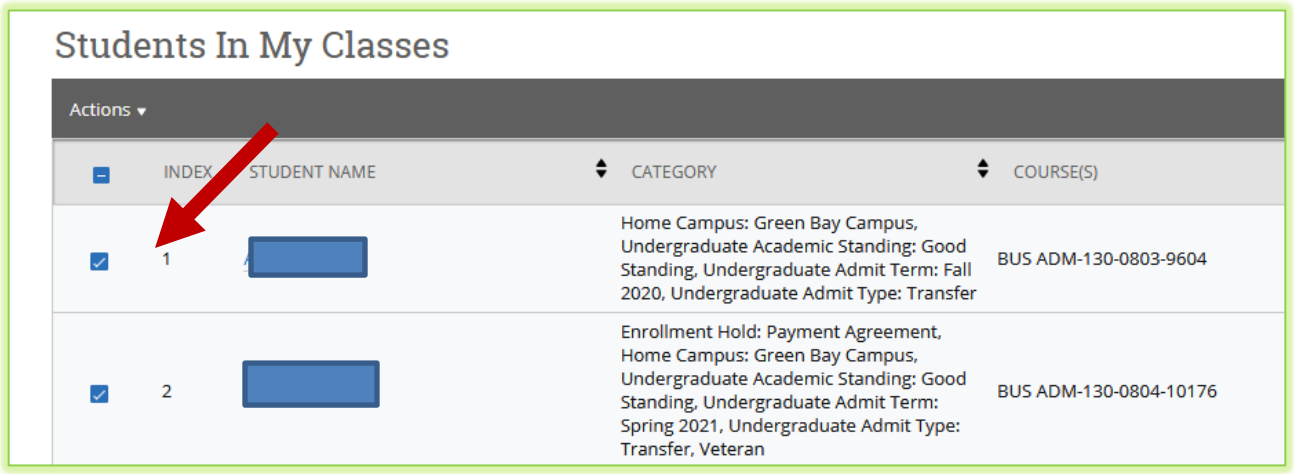


To issue an alert from an alphabetical list of your students, check the box next to the student's name/s and select "Issue Alert" from the Actions drop-down menu. For example, you can issue an alert from your assigned students list. Please note - you can issue an alert for multiple students at a time,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



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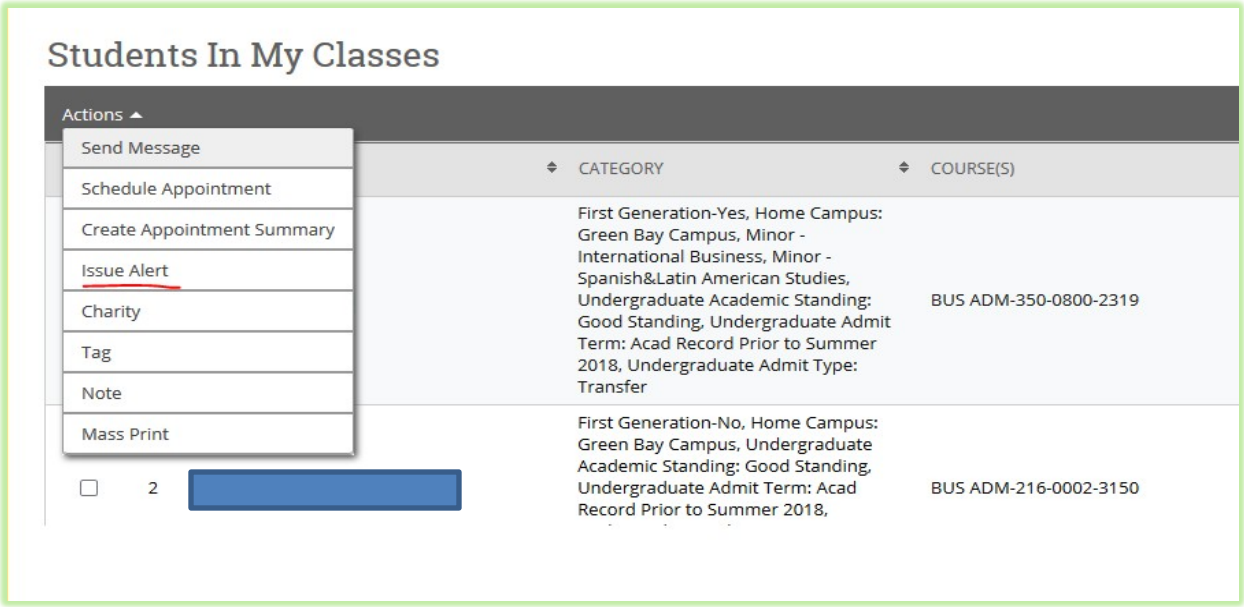

Selecting “Issue an Alert” will open the alerts dialogue box as shown above (2nd picture).

- **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. Youcan 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 itscomments. 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].