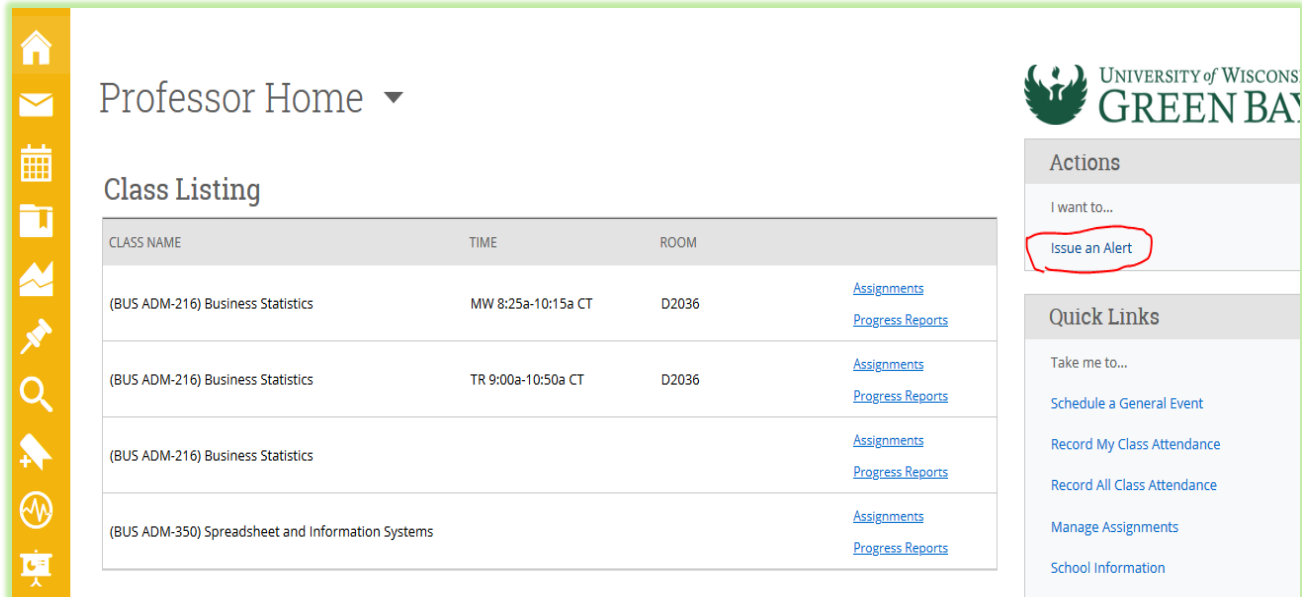# Issuing Alerts In Navigate

Through the Navigate platform faculty can submit academic alerts and progress reports for students. Both features are a way to draw attention to a student who is struggling academically. By submitting these updates, 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 these alerts in the first five 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.



To issue an alert from an alphabetical list of your students, check the box next to the student's name and select "Issue Alert" from the Actions drop-down menu. For example, you can issue an alert from your assigned students list. Please note –

# Issuing Alerts In Navigate

you can only issue an alert for one student at a time.  Please see the screenshot below. **Note:** You cannot select more than one student and issue an alert.



Selecting "Issue an Alert" will open the alerts dialogue box. Please see the screenshot below.

# Issuing Alerts In Navigate



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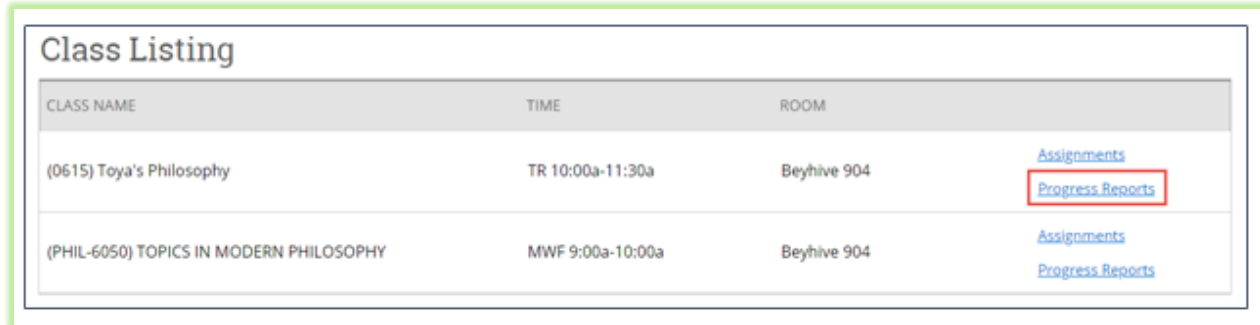
*Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).*

## Progress Reports

Faculty can also submit academic updates through Progress Reports. Think of this reporting feature as a mid-term grade reports.To submit a progress report, faculty members should navigate to their Professor Home. On the home page, the platform
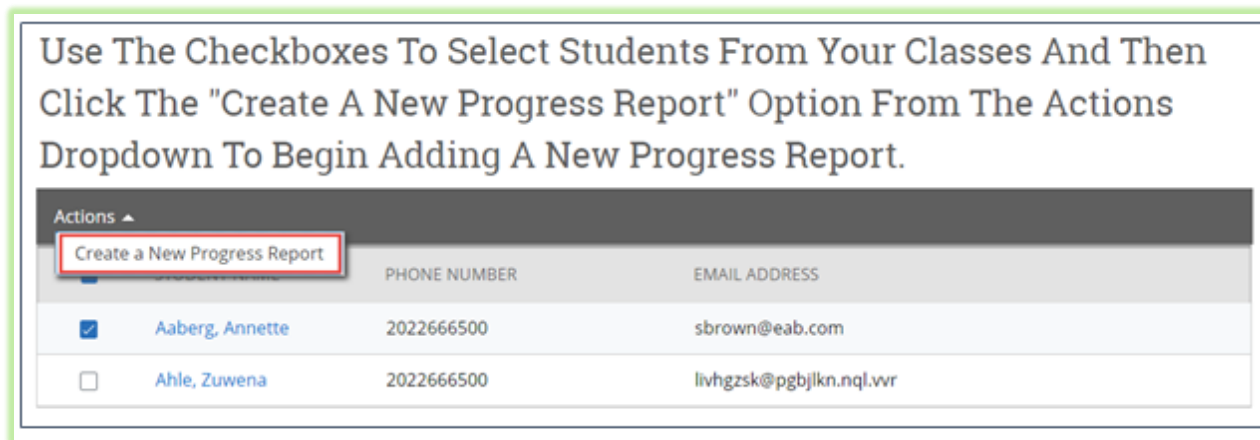
lists all courses in which the faculty member is currently teaching. To submit ad-hoc progress reports on students enrolled in those courses, click "Progress Reports" on the right.



Select one or more students from your class roster and select "Create a New Progress Report" from the Actions drop down menu. **Note:** by selecting more than one student, you can create reports more efficiently. For example, if a group of students are all making the same progress for the same reason, you can check all of their names and submit a single report.
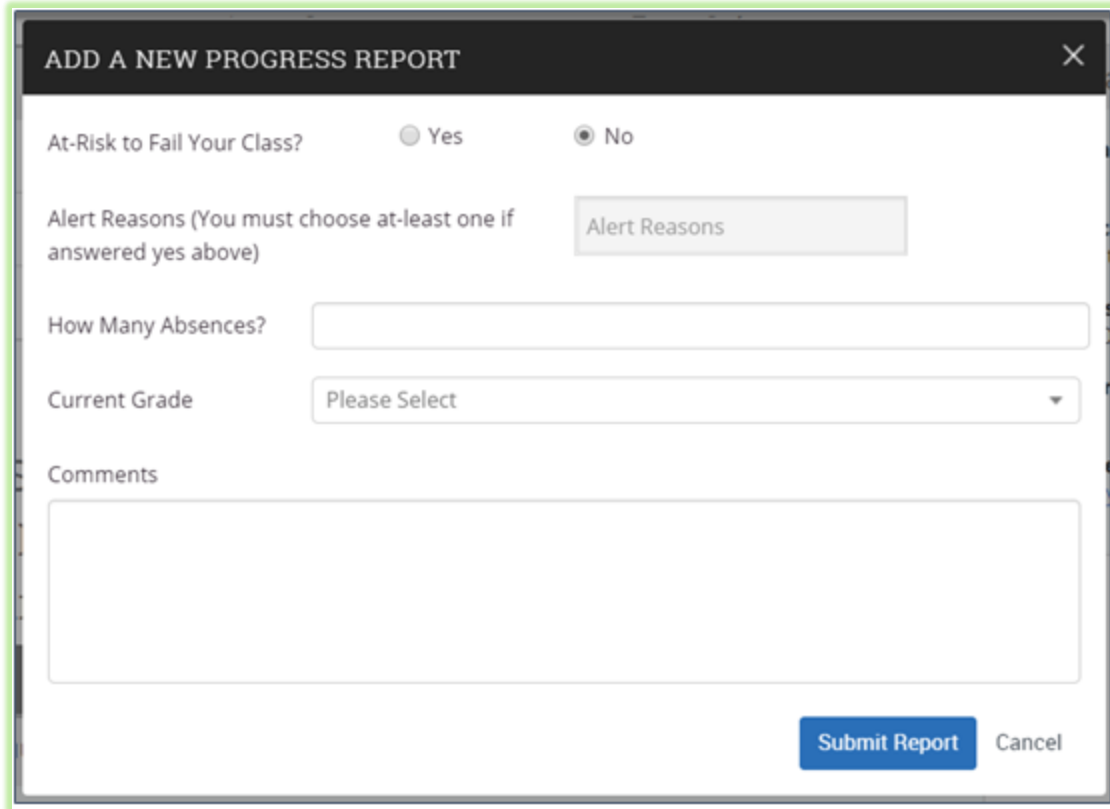


A new window that looks like the following will open with prompts to submit feedback on this student. Please keep in mind that the text in the Progress Reports is configurable and may not entirely reflect the example shown below.

# Issuing Alerts In Navigate



Hit Submit and a progress report will be saved for those students.

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, please contact Pooja Agarwal [agarwalp@uwgb.edu].