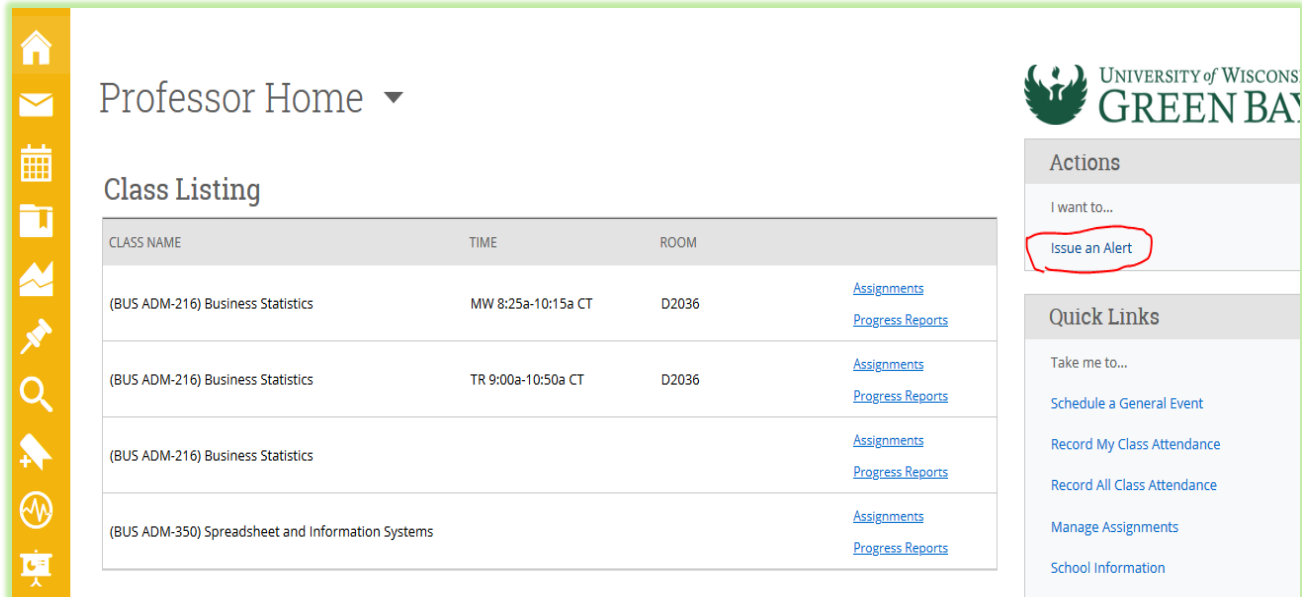


Issuing Alerts In Navigate

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.



The screenshot displays the 'Professor Home' interface. On the left is a vertical navigation bar with icons for home, messages, calendar, documents, charts, a pin, search, a megaphone, a heart rate monitor, and a person. The main content area is titled 'Professor Home' and 'Class Listing'. It contains a table with the following data:

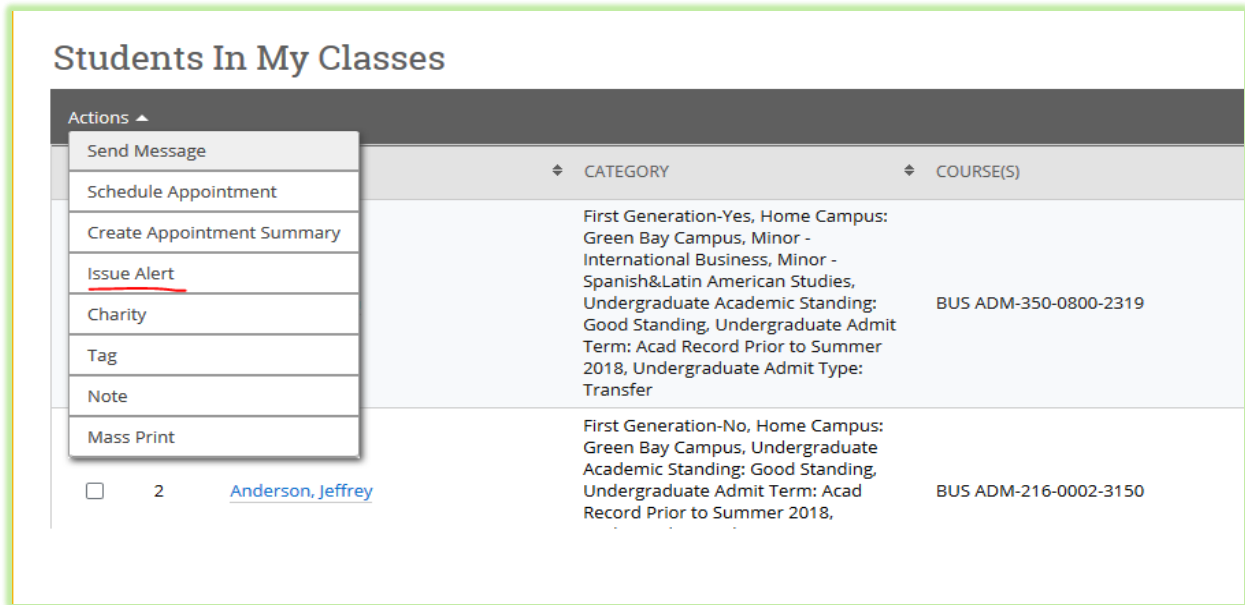
| CLASS NAME | TIME | ROOM | |
|---|--------------------|-------|---|
| (BUS ADM-216) Business Statistics | MW 8:25a-10:15a CT | D2036 | Assignments Progress Reports |
| (BUS ADM-216) Business Statistics | TR 9:00a-10:50a CT | D2036 | Assignments Progress Reports |
| (BUS ADM-216) Business Statistics | | | Assignments Progress Reports |
| (BUS ADM-350) Spreadsheet and Information Systems | | | Assignments Progress Reports |

On the right side, the 'Actions' menu is visible, with 'Issue an Alert' highlighted by a red circle. Below it, the 'Quick Links' section includes: 'Take me to...', 'Schedule a General Event', 'Record My Class Attendance', 'Record All Class Attendance', 'Manage Assignments', and 'School Information'.

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.



The screenshot displays the 'Students In My Classes' interface. On the left, an 'Actions' dropdown menu is open, listing several options: 'Send Message', 'Schedule Appointment', 'Create Appointment Summary', 'Issue Alert' (which is underlined in red), 'Charity', 'Tag', 'Note', and 'Mass Print'. Below the menu, there is a checkbox, the number '2', and the name 'Anderson, Jeffrey'. The main area of the interface is a table with two columns: 'CATEGORY' and 'COURSE(S)'. The table contains two rows of student information.

| | 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 |

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

Issuing Alerts In Navigate

The screenshot shows a modal window titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The form contains the following fields:

- A search field labeled "Student" with a magnifying glass icon on the right.
- A dropdown menu labeled "Please select the reason you believe this student needs assistance" with the text "Select at least one" inside.
- A dropdown menu labeled "Is this alert associated with a specific class?" with the text "Optional" and a downward arrow.
- A large text area labeled "Additional Comments" with the placeholder text "Please enter a comment."
- At the bottom right, there are two buttons: "Cancel" and "Submit".

- **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.

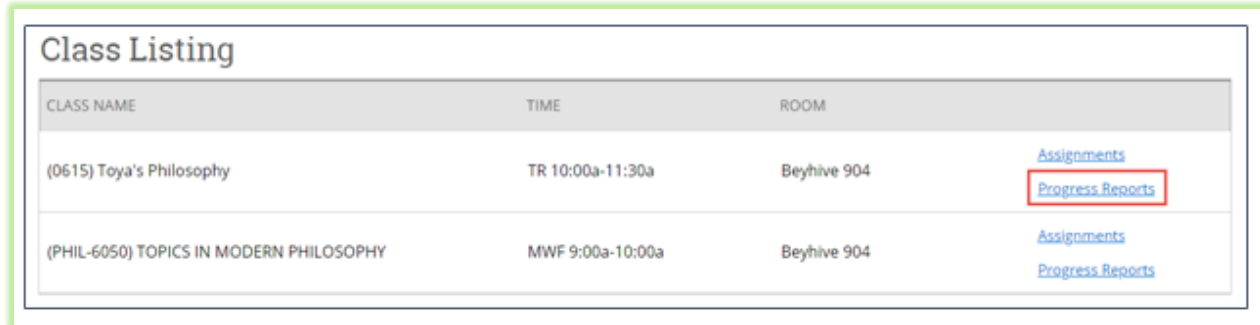
Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).

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

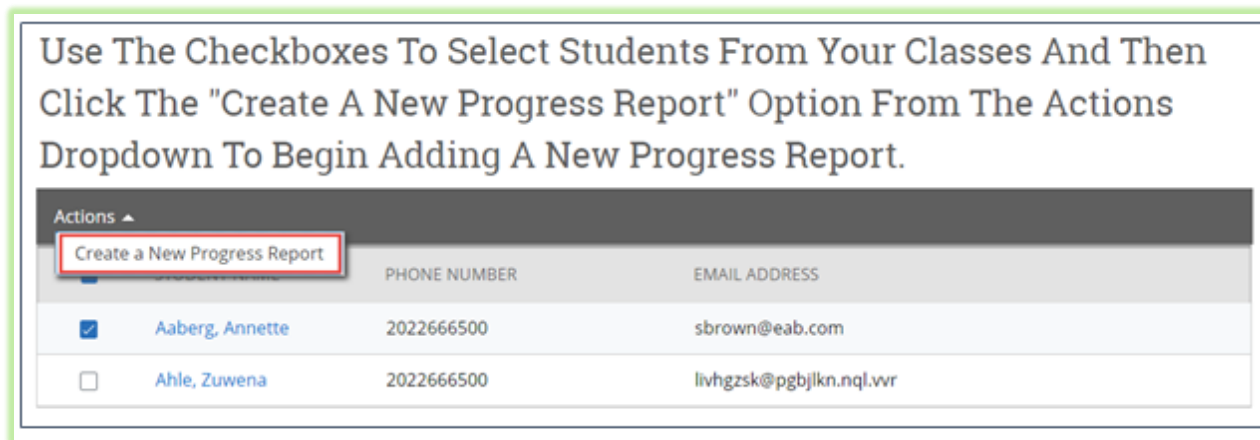
Issuing Alerts In Navigate

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.



| CLASS NAME | TIME | ROOM | |
|---|------------------|-------------|---|
| (0615) Toya's Philosophy | TR 10:00a-11:30a | Beyhive 904 | Assignments Progress Reports |
| (PHIL-6050) TOPICS IN MODERN PHILOSOPHY | MWF 9:00a-10:00a | Beyhive 904 | Assignments Progress Reports |

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.

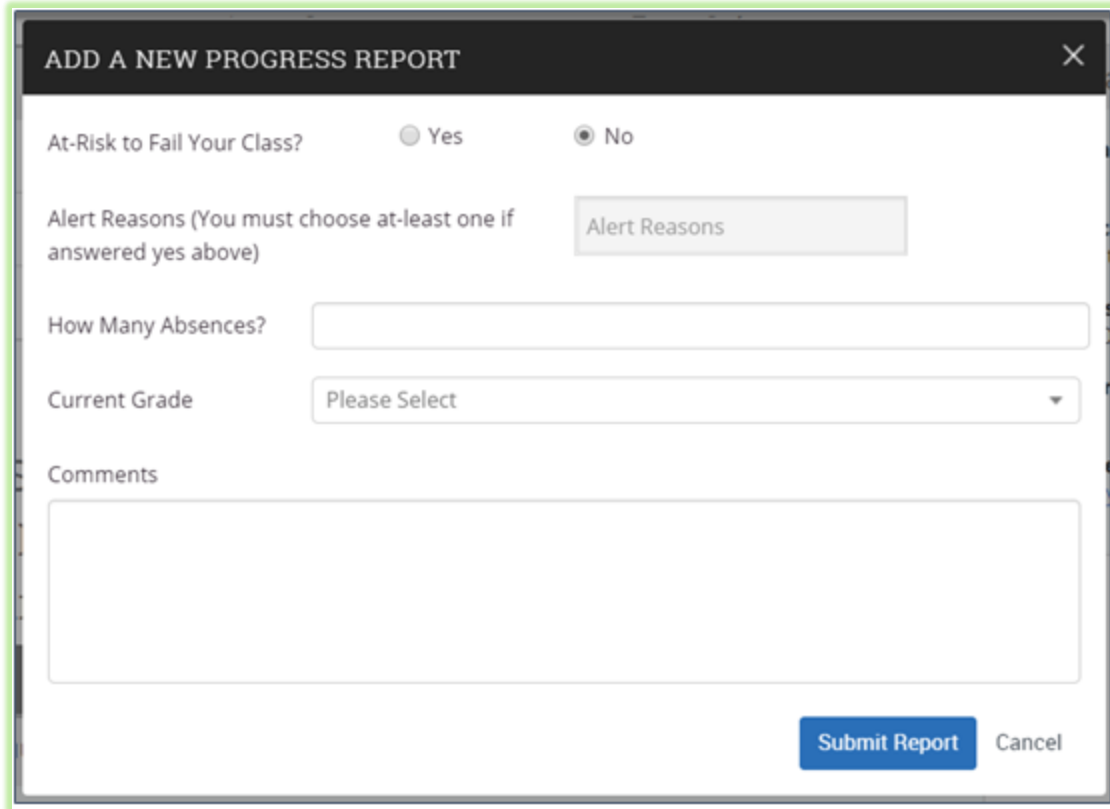


Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.

| Actions | PHONE NUMBER | EMAIL ADDRESS |
|--|--------------|-------------------------|
| <input checked="" type="checkbox"/> Create a New Progress Report | | |
| <input checked="" type="checkbox"/> Aaberg, Annette | 2022666500 | sbrown@eab.com |
| <input type="checkbox"/> Ahle, Zuwena | 2022666500 | livhgzsk@pgbjkn.nql.vvr |

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



The screenshot shows a web form titled "ADD A NEW PROGRESS REPORT" with a close button (X) in the top right corner. The form contains the following fields and controls:

- At-Risk to Fail Your Class?** with radio buttons for "Yes" and "No". The "No" option is selected.
- Alert Reasons (You must choose at-least one if answered yes above)** with a text input field labeled "Alert Reasons".
- How Many Absences?** with a text input field.
- Current Grade** with a dropdown menu showing "Please Select".
- Comments** with a large text area.
- At the bottom right, there are two buttons: "Submit Report" (in blue) and "Cancel".

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].