

## Navigate: How to Issue an Alert

There are three methods to issue an alert, on a student, within Navigate.

1. Once you have logged in to Navigate,

### Method #1:

1. Click the **Issue An Alert** button underneath the Washburn logo



2. An alert form will pull up on your screen. Using the provided search bar, look up your student

ISSUE AN ALERT ✕

Student  🔍

Please select the reason you believe this student needs assistance 
 Academic Concerns |  Attendance Concerns

Is this alert associated with a specific class?

Additional Comments

John has missed several classes in a row now, and has missed the last three assignments. I have reached out at least three times, via email, to this student with no response.

Cancel

- Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason).

Concerns	Kudos	Referrals	WUTECH
Attendance Concerns Attendance Concerns – Excessive Absences Behavioral Concerns Campus Involvement Concerns Coursework Concerns Coursework Concerns – Danger of Failing Health Concerns Residential Living Concerns Technology Concerns	Kudos – General Kudos – Consistently Outstanding Work Kudos – Remarkable Improvement	Accommodations Referral Basic Needs Referral Financial Aid Referral Math Tutoring Referral Success Coaching Referral Tutoring Referral	WUTECH – Academic Concerns WUTECH – Attendance Concerns WUTECH – Course Participation Concerns WUTECH – Student Kudos

- In the next box, associate your alert with the correct class, if applicable. Please note that the courses that pre-populate here are the courses the student is enrolled in, not the courses you are teaching this term.
- Finally, in the last box please state what actions have you already taken. These actions may include emails to the student, or conversations after class with the student regarding the issue and reason for your alert.
- Submit the alert

**ISSUE AN ALERT** ✕

Student

Please select the reason you believe this student needs assistance: x Academic Concerns x Attendance Concerns

Is this alert associated with a specific class?

Additional Comments

John has missed several classes in a row now, and has missed the last three assignments. I have reached out at least three times, via email, to this student with no response.

Cancel Submit

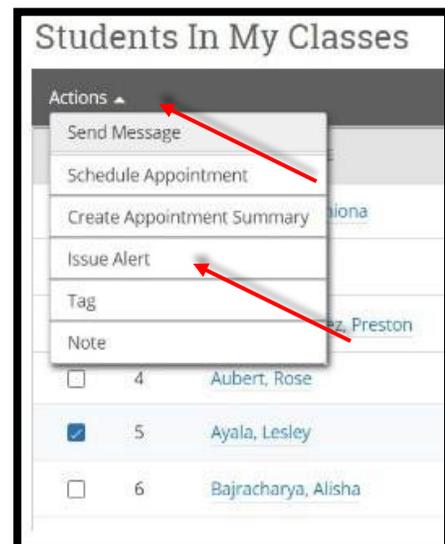
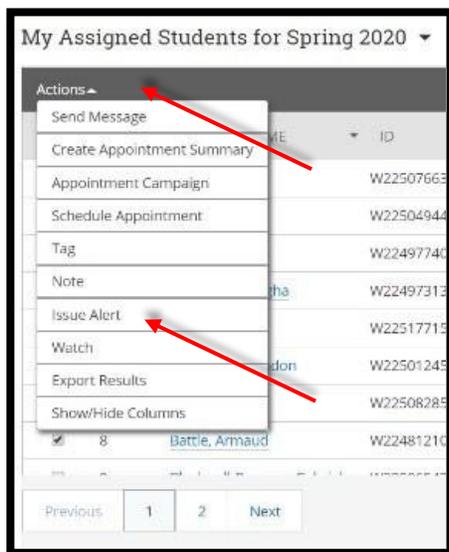
Method #2:

1. Once logged in you will notice that your home screen will default to either a **Staff Home** or a **Professor Home**

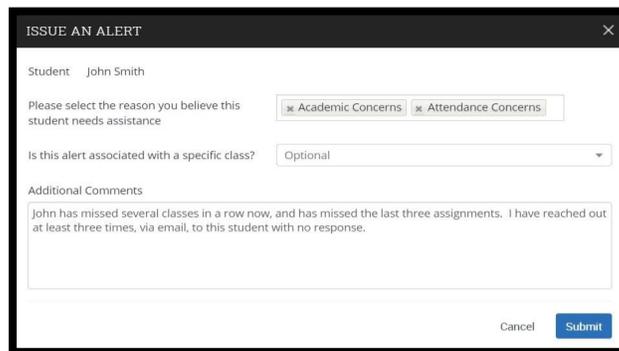


2. From your **Staff Home** you can issue an alert for one of your assigned advisees
3. Click the check box next to your advisee's Name
4. Next, select the actions button from the dark gray bar
5. Select the **Issue Alert** option

2. If you are using a **Professor Home** you can alert for one of your assigned advisees issue an alert for any student enrolled in your classes
3. Click the check box next to your student's name
4. Next, select the actions button from the dark gray bar
5. Select the **Issue Alert** option



6. An alert form will pull up on your screen auto-populating your selected student’s name.



7. Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason).

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8. In the next box, associate your alert with the correct class, if applicable. Please note that the courses that pre-populate here are the courses the student is enrolled in, not the courses you are teaching this term.

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10. Submit the alert.

ISSUE AN ALERT ✕

Student: John Smith

Please select the reason you believe this student needs assistance: x Academic Concerns x Attendance Concerns

Is this alert associated with a specific class? Optional

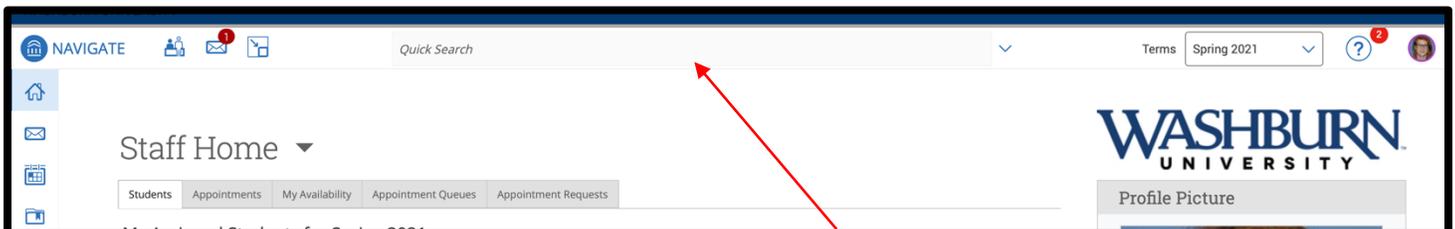
Additional Comments

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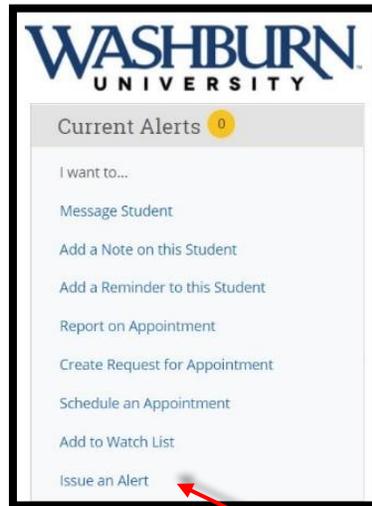
Cancel Submit

**Method #3:**

1. Select a student from your advisee list on your **Staff Home**, a student from your **Professor Home**, or use the **Quick Search** feature in the upper right hand corner to search for the student you need to issue an alert on.



- Now that you are on the student's profile page, click the **Issue an Alert** button from the list provided in the **Current Alerts** box, below the Washburn logo



An alert form will pull up on your screen auto-populating your selected student's name.

- Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason).

Concerns	Kudos	Referrals	WUTECH
Attendance Concerns Attendance Concerns – Excessive Absences Behavioral Concerns Campus Involvement Concerns Coursework Concerns Coursework Concerns – Danger of Failing Health Concerns Residential Living Concerns Technology Concerns	Kudos – General Kudos – Consistently Outstanding Work Kudos – Remarkable Improvement	Accommodations Referral Basic Needs Referral Financial Aid Referral Math Tutoring Referral Success Coaching Referral Tutoring Referral	WUTECH – Academic Concerns WUTECH – Attendance Concerns WUTECH – Course Participation Concerns WUTECH – Student Kudos

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- Submit the alert

**ISSUE AN ALERT** ✕

Student John Smith

Please select the reason you believe this student needs assistance 
 Academic Concerns
  Attendance Concerns

Is this alert associated with a specific class? Optional

Additional Comments

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