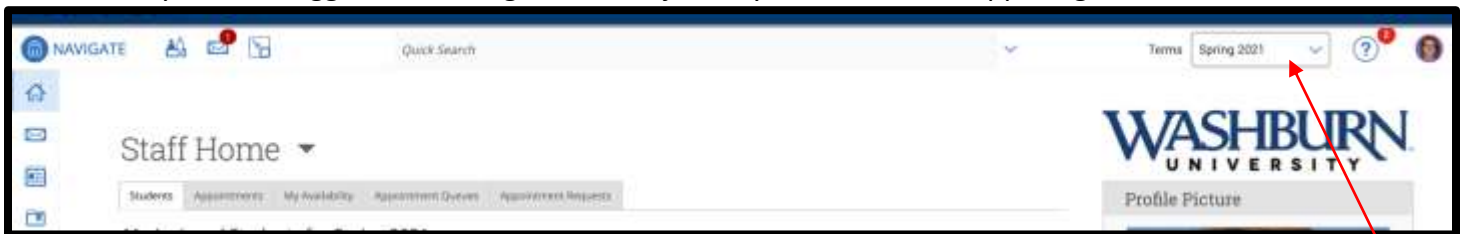


Navigate: How to Issue an Alert

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

1. Once you have logged in to Navigate, and adjusted your term in the upper right hand corner



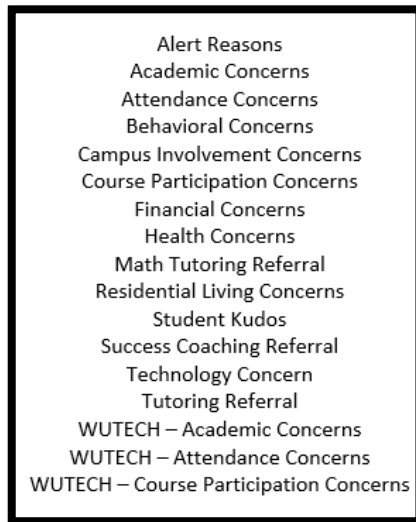
Method #1:

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

- Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason. For more information on what each alert means, please consult [Navigate Alerts.](#))



- 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:

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.

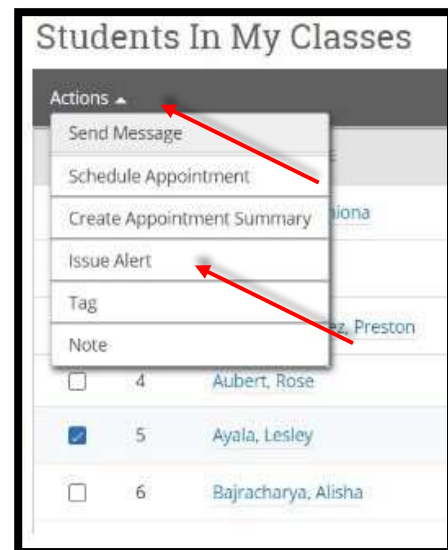
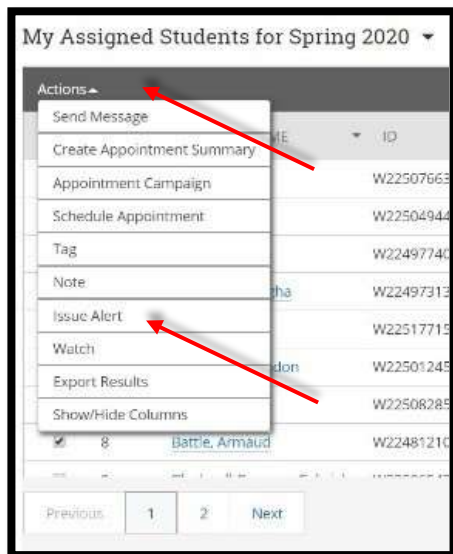
Method #2:

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

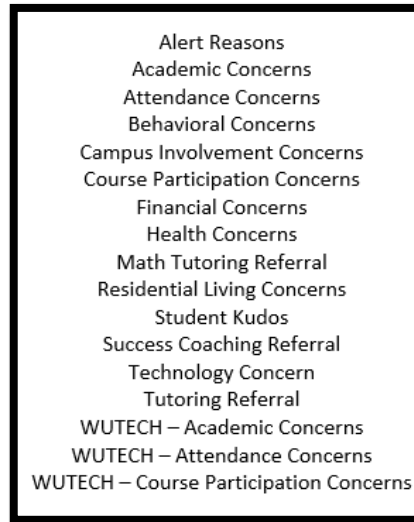


2. From your **Staff Home** you can issue an alert for one of your assigned advisees
3. Click the check box next to your advisee's Name
4. Next, select the actions button from the dark gray bar
5. Select the **Issue Alert** option

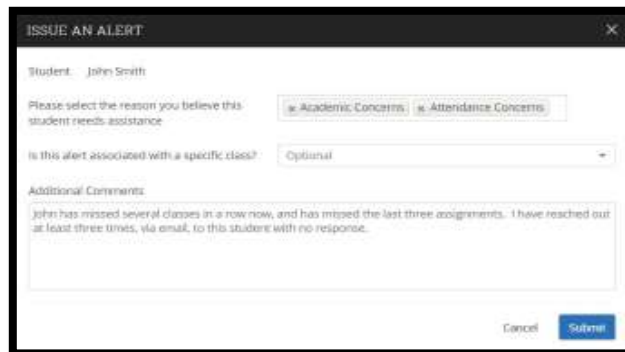
2. If you are using a **Professor Home** you can alert for one of your assigned advisees issue an alert for any student enrolled in your classes
3. Click the check box next to your student's name
4. Next, select the actions button from the dark gray bar
5. Select the **Issue Alert** option



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. For more information on what each alert means, please consult [Navigate Alerts.](#))

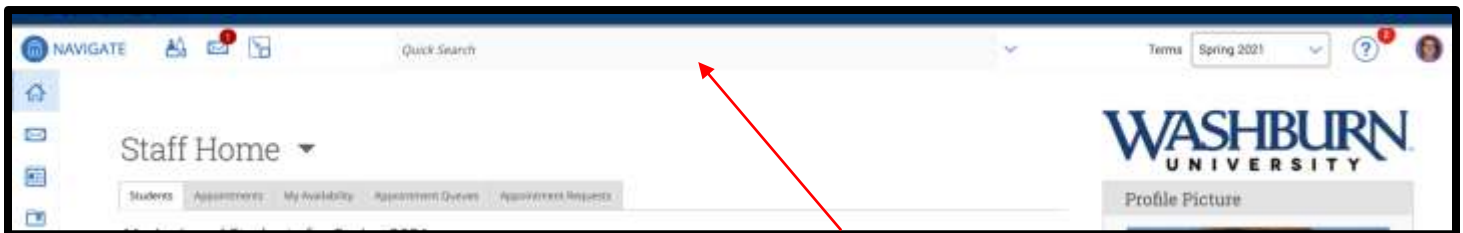


8. In the next box, associate your alert with the correct class, if applicable. Please note that the courses that pre-populate here are the courses the student is enrolled in, not the courses you are teaching this term.
9. Finally, in the last box please state what actions have you already taken. These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

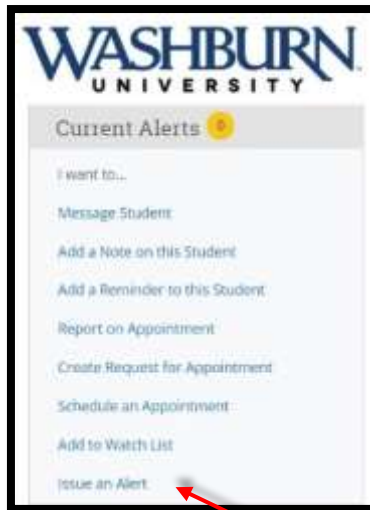


Method #3:

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.

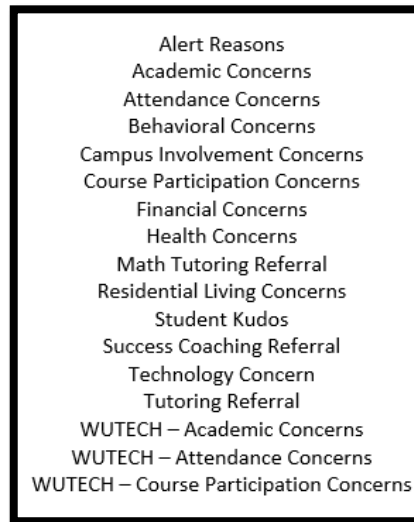


2. Now that you are on the student's profile page, click the **Issue an Alert** button from the list provided in the **Current Alerts** box, below the Washburn logo



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. For more information on what each alert means, please consult [Navigate Alerts.](#))



- 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: John Smith

Please select the reason you believe this student needs assistance:

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