

Advisor Guide to Identifying Students with Alerts in Navigate


This guide provides steps on ways to identify students assigned to you who have open or closed alerts/referrals.

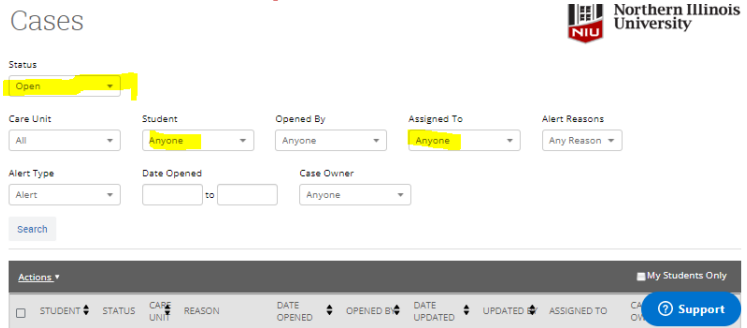
Log in to Navigate Staff on the Web at go.niu.edu/navigate.

- Use your **employee ID** and **password** to log in.
- If you need help with your username and password, contact the NIU Service Desk at 815-753-8100 or ServiceDesk@niu.edu.
- After you log in, make sure you are on your **Professor Home** view in Navigate.

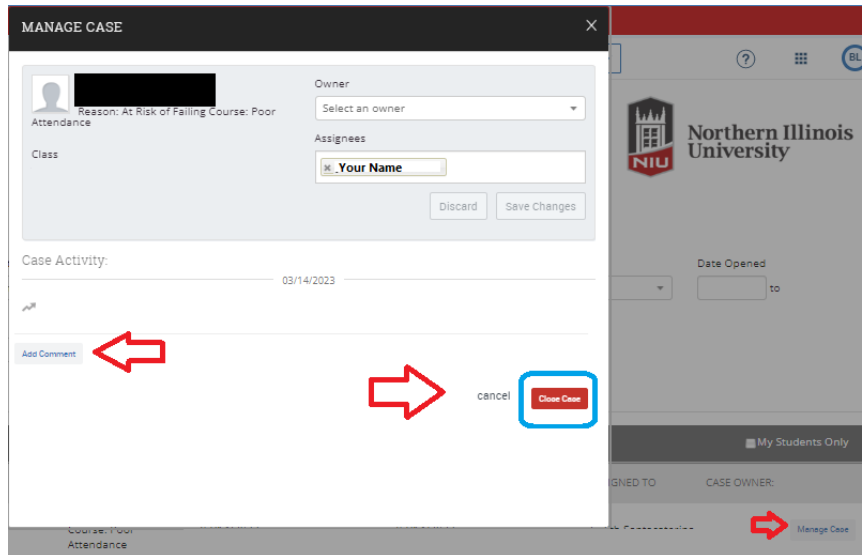
To see a list of students with alerts/referrals in Navigate Staff, you can use the **Cases** view (displays a filterable list), or via (2) the **Cases Intervention Report**.

Using Cases to View the Filterable List of Students with Alerts/Referrals

- Click on the **Cases**  icon from the left-hand icons list.
- On the Cases screen, you will see nine filters that you can use to identify specific students or see only those alert cases assigned to you, as well as cases that have been closed (**Status**).



- Use the **Manage Case** button to at the far right-hand side of the row with the student's name.
- From the Manage Case pop-up box, you can type comments, close the case or add additional assignees to assist with outreach.
- Next, click **Actions** and an options menu will appear.
- You also can use the **Actions** link to message the student or multiple students, as well as message the person who issued the alert.




– Additional information included on next page. –



Using Intervention Reports to Identify Students with Alerts/Referrals

This method for identifying students with alerts permits you to download an Excel file for additional analysis or managing data.

- Click on **Reporting**  from the left-hand icons list.
- From the Intervention Reports section, select **Cases**.
- The **Cases Reports** filter uses a similar interface as **Advanced Search**, with additional alerts filters located at the top of the screen.
 - Search by a specific **Timeframe** of the alert.
 - See those assigned to you — **Case Assignee**.

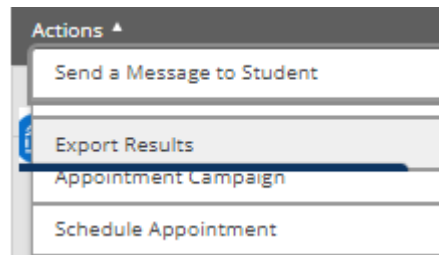
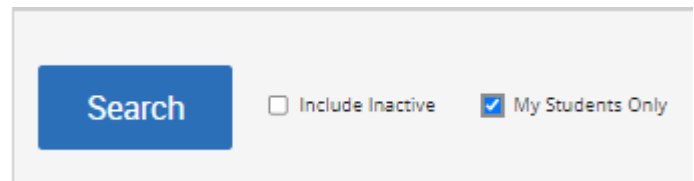
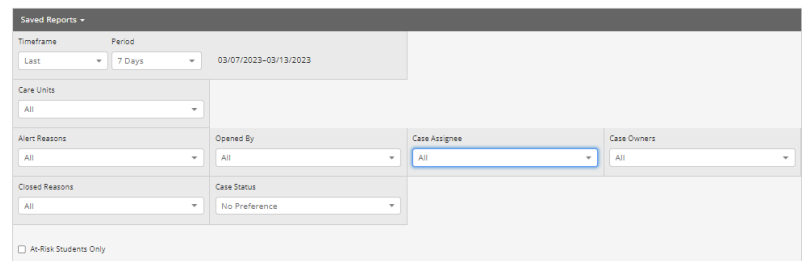
- Before pressing the **Search** button, you can choose to include in the report only students assigned to one of your roles (e.g., advisor, instructor).

- You also can include **inactive students** if you are searching for alerts for students who left NIU since the start of the term or previously.

- After your search results are displayed, you can click on the **Actions** link to display a list of additional options, including Export Results for creating an Excel file.

New Cases Report

Activity Filters



Additional Navigate Alerts/Referrals help guides are available online:

- [Issuing an Alert Guide for Faculty \(PDF\)](#)
- [What happens next? Alert Process Outline - for Faculty and Advisors \(PDF\)](#)
- [Video: Issuing Alerts using Navigate Staff](#)



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