Faculty Guide to Issuing Alerts in Navigate

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| **Purpose**: Navigate alerts and referrals identify students in need of **additional support** who have **not** responded to **your** outreach or whose progress in the course to this point is unsatisfactory.  **Before Issuing Alerts**: Because alerts are not a substitute for faculty outreach to students, please attempt to reach the students or speak with them about the issues. **You do not need to issue alerts for students who have responded to your outreach** or are showing improvement.  **Important**: Select only **one** alert reasonfor each student and identify the course pertaining to the alert.   * Use only one alert reason from the menu that corresponds to the **primary** issue affecting the student’s performance in your class. * Use the additional comments section for any additional issues to report**.** |

**Step 1: Login to Navigate Staff on the Web at go.niu.edu/navigate.**

* Use your student **employee ID** and **password** to log in.
* After you log in, make sure you are on your **Professor Home** view in Navigate.

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| **Step 2: Identify the students and Issue Alerts.** |
| * From your **Professor Home** screen, you will see **Students In My Courses** list.        * To sort the list either alphabetically, by students’ (last name), or by course(s), click on the table headings. * Click the square icon next to the left of the student name for whom you are issuing an alert. * Next, click **Actions** and an options menu will appear.      * From the **Actions** menu, select **Issue Alert**.   Issue Alert screen in Navigate   * An **Issue Alert** screen will appear. * Click the **Please select a reason** box to select only **one** alert reason from the menu. **The reason you select should be the primary issue affecting the student’s performance in your class.** * **Important**: Use the optional class box to select the course related to the alert. * Use **Additional Comments** to provide additional issues or to provide additional details. * Click the blue **Submit** button when you are finished.   Repeat the steps for additional students as needed.  [You can also view the video guide](https://web.microsoftstream.com/video/90eaf521-a431-465d-b3eb-892b43f3b8bc). |

**What Happens After Issuing an Alert?** An academic advisor or other NIU staff members will reach out to the student(s) to discuss additional support needs.  It is normal for this process to take two or more weeks.  
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Once the alert case is closed, you will receive an automated email from Navigate (no-reply@navigate.eab.com) indicating an outcome reason (e.g., student received assistance, outreach was initiated student did not respond/unable to be reached). Outreach usually takes two weeks after which point the case is closed to indicate that your concern has been acknowledged.

Note: Check your Clutter and Junk folders for messages from no-reply@navigate.eab.com.