

Faculty Guide to Issuing Alerts in Navigate

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 reason for each student and identify the course pertaining to the alert.

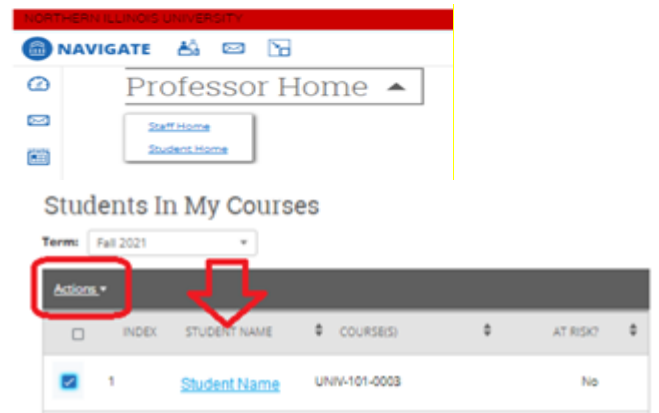
- Use only one alert reason from the menu that corresponds to the **primary** issue affecting the student's performance in your class.
- Use the additional comments section for any additional issues to report.

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

- Use your student **employee ID** and **password** to log in.
- 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.

Step 2: Identify the students and Issue Alerts.

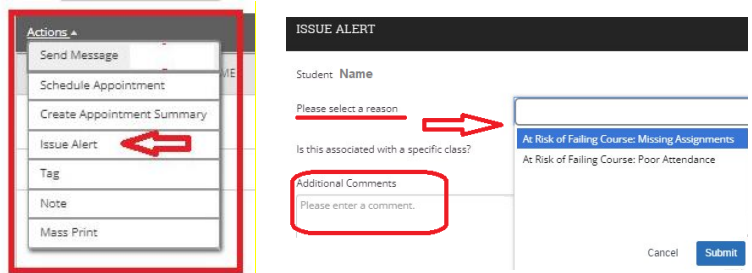
- From your **Professor Home** screen, you will see **Students In My Courses** list.
- To sort the list either alphabetically, by students' (last name), or by course(s), click on the table headings.
- Click the square icon next to the left of the student name for whom you are issuing an alert.
- Next, click **Actions** and an options menu will appear.



- From the **Actions** menu, select **Issue Alert**.
- 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.](#)

