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.

You can also view the video guide.