

How to Send an Ad-Hoc Alert

The new Navigate platform can be found at <https://www.uhd.edu/navigate/Pages/default.aspx> (note: you may want to use Google Chrome for your web browser as Internet Explorer has shown to have some issues with it). The platform uses single-sign on and so no additional account is required. Upon logging in, you will be taken to your home-page. If you are a faculty member, you will see your students in your courses.

If your students do not auto-fill, you may need to switch from the “Staff Home” view to the “Professor Home” view by clicking on the words “Staff Home” and switching it.

From there follow the steps below to initiate an early alert. **Please note that when initiating an early alert you may select more than one ‘reason’ for doing so, but that each individual reason selected will create a new case** – similar to the way a ticket is made in support systems. For that reason, it is suggested that **you select one reason and write in additional information in the comment box**. At the resolution of the alert, you will receive an email informing you of the closure and the outcome.

It is **NOT** advised to use the ‘Issue Alert’ at the top right of the screen as that will force you to search for an individual student from *ALL* students and so will take longer. Please follow the steps below.

Step 1 – select the student(s) for whom you want to create an early alert

Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input type="checkbox"/>	2	Bravo, Charlie	Academic Advising Center, Continued Probation, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2018, FTIC entrant	UHD-0010-30525
<input type="checkbox"/>	3	Breeze, Rivers	Academic Advising Center, Fafsa Onfile: 2020, Fafsa Onfile: 2021, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525
<input type="checkbox"/>	4	Clandestino, John	Academic Advising Center, Fafsa Onfile: 2020, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525

Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input checked="" type="checkbox"/>	1	Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525

Step 2 – click the “actions” drop down menu and select “issue alert”

Students In My Classes

STUDENT NAME	CATEGORY	COURSE(S)
Bergman, Ingmar	Academic Advising Center, FT FTIC Cohort Fall 2019, FTIC entrant, Probation	UHD-0010-30525

Actions menu options: Send Message, Issue Alert, Note

Step 3 – select the alert reason

ISSUE ALERT

Student [Ingmar Bergman](#)

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

- Academic Performance
- Attendance Concern
- Missing Assignments
- Non-Academic Issue
- Not participating in Blackboard /MyLabs/ Other Online System
- Other (please add descriptive comments)

Cancel

Step 4 – select the course

ISSUE ALERT ✕

Student Ingmar Bergman

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

Step 5 – fill in any additional comments that may help to support the student

ISSUE ALERT ✕

Student Ingmar Bergman

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Student has not turned in 3 of their 5 assignments and is not responding to email.

Step 6 – after clicking submit, you can see your past sent alerts at the bottom of your page and monitor if they have been closed

My Issued Alerts NEW

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
03/02/2020	Bergman, Ingmar	Academic Performance	1 Open Case	No Progress Report
02/18/2020	Bergman, Ingmar	Academic Performance	1 Open Case	View Progress Report
02/18/2020	Del Toro, Guillermo	Academic Performance	1 Open Case	View Progress Report
02/13/2020	Eggers, Robert	Missing Assignments	0 Open Cases	View Progress Report
02/13/2020	Fincher, David	Attendance Concern	0 Open Cases	View Progress Report