NAVIGATE

Issuing Alerts

NEW YORK INSTITUTE OF TECHNOLOGY

> This document provides step-by-step instructions for issuing alerts in EAB's Navigate platform.
>
> Alerts signal designated staff, such as advisors or case managers, that the student needs support in one or more particular areas.
>
> Common reasons to issue alerts include:
>
> - Student Absences / Tardiness
> - Missing Assignments
> - Student Needs Tutoring
> - Low Grades
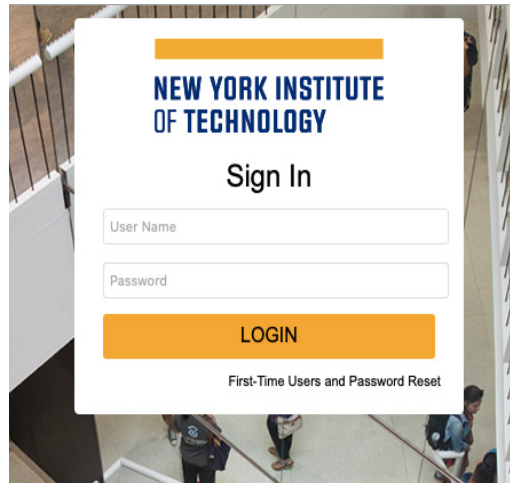
How to Issue an Alert

1. To **access** Navigate on the web: *NYIT.edu > Faculty & Staff > MY.NYIT > EAB Navigate*.

> **NOTE:** The *EAB Navigate* tab isn't always visible, search for it using the magnifying glass icon in the top left. For step-by-step instructions on logging in, please refer to *How to Log into Navigate*.

How to Issue an Alert

2. Log in using your *NY Tech* credentials**.**

3. From the *Professor Home* page, there are **two options** for accessing the *Issue an Alert* menu.
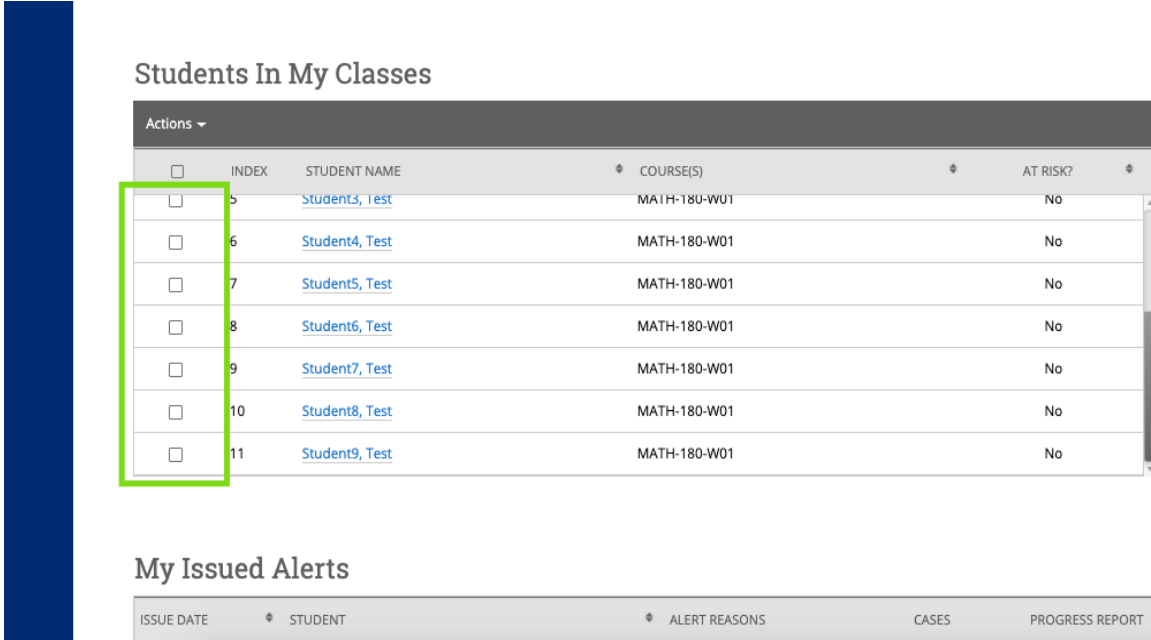
> **OPTION 1:**

> **3.1.a.** From the *Professor Home* page, **locate** the *Students in My Classes* menu.

How to Issue an Alert

3.1.b. Select the checkbox next to the student(s) you wish to issue an alert for.

Students In My Classes

	INDEX	STUDENT NAME	COURSE(S)	AT RISK?
☐	5	Student3, Test	MATH-180-W01	No
☐	6	Student4, Test	MATH-180-W01	No
☐	7	Student5, Test	MATH-180-W01	No
☐	8	Student6, Test	MATH-180-W01	No
☐	9	Student7, Test	MATH-180-W01	No
☐	10	Student8, Test	MATH-180-W01	No
☐	11	Student9, Test	MATH-180-W01	No

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT

3.1.c. Select the *Actions* menu.

Students In My Classes

Actions ▲
Send Message
Issue Alert

		STUDENT NAME	COURSE(S)	AT RISK?
☑	1	Student1, Test	MATH-180-W01	No
☐	2	Student10, Test	MATH-180-W01	No
☐	3	Student11, Test	MATH-180-W01	No
☐	4	Student2, Test	MATH-180-W01	No
☐	5	Student3, Test	MATH-180-W01	No
☐	6	Student4, Test	MATH-180-W01	No
☐	7	Student5, Test	MATH-180-W01	No

How to Issue an Alert

3.1.d. Select *Issue Alert.*

Students In My Classes

		STUDENT NAME	COURSE(S)	AT RISK?
☑	1	Student1, Test	MATH-180-W01	No
☐	2	Student10, Test	MATH-180-W01	No
☐	3	Student11, Test	MATH-180-W01	No
☐	4	Student2, Test	MATH-180-W01	No
☐	5	Student3, Test	MATH-180-W01	No
☐	6	Student4, Test	MATH-180-W01	No
☐	7	Student5, Test	MATH-180-W01	No

Actions ▲
Send Message
Issue Alert

3.1.e. A popup will appear for entering alert details (**review** *Step 4*).

ISSUE ALERT ✕

Student   Test Student1

Please select the reason you believe this student needs assistance

Select at least one

Is this alert associated with a specific class?

Optional

Additional Comments

Please enter a comment.

Cancel   **Submit**

How to Issue an Alert

OPTION 2:

3.2.a. From the *Professor Home* page, **locate** and **select** *Issue an Alert.*
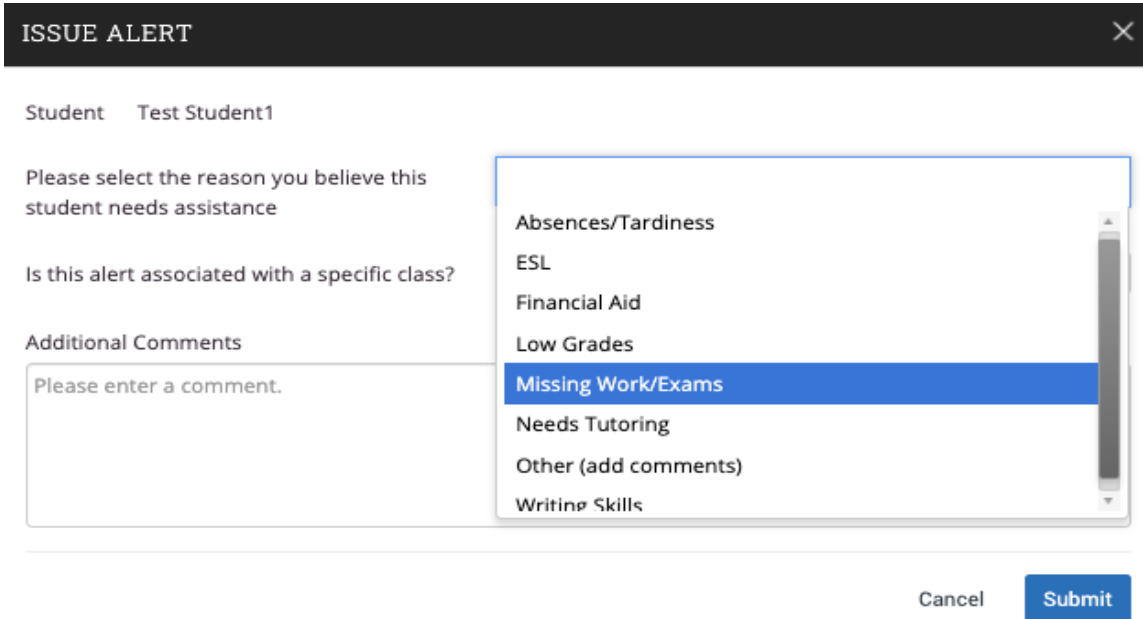

3.2.b. In the popup that appears, **enter** the student's name you wish to enter an alert for. Aside from this search box, the popup that appears is the same as in *Option 1* (**review** *step 4*).

How to Issue an Alert

4. Whether you used *Option 1* or *Option 2* in *Step 3*, a popup will appear to complete the details of the alert. In the upper box, **select** a *reason* you are issuing an alert from the dropdown menu.

> **NOTE:** The most common *reasons* for issuing an alert are *Missing Work/Exams*, *Absences/Tardiness*, *Needs Tutoring*, or *Low Grades*.

ISSUE ALERT ✕

Student Test Student1

Please select the reason you believe this student needs assistance

- Absences/Tardiness
- ESL
- Financial Aid
- Low Grades
- **Missing Work/Exams**
- Needs Tutoring
- Other (add comments)
- Writing Skills
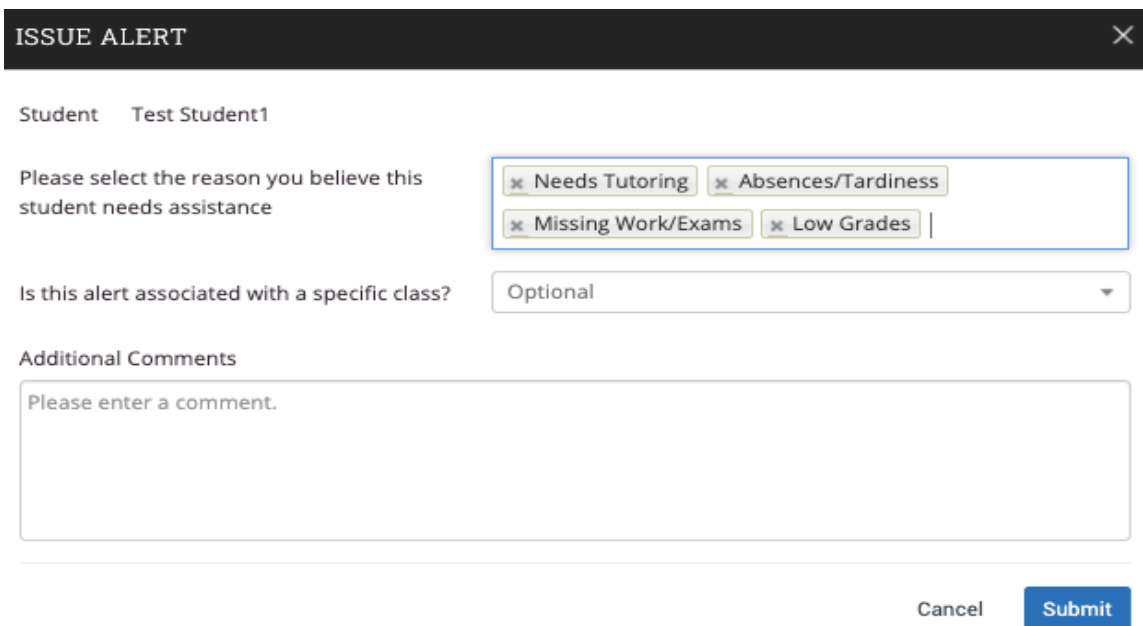
Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

Cancel   **Submit**

> **NOTE:** More than one alert *reason* can be selected.

ISSUE ALERT ✕

Student Test Student1

Please select the reason you believe this student needs assistance

⨯ Needs Tutoring ⨯ Absences/Tardiness ⨯ Missing Work/Exams ⨯ Low Grades

Is this alert associated with a specific class?   Optional ▼

Additional Comments

Please enter a comment.

Cancel   **Submit**

How to Issue an Alert

5. Select a *class* the alert is associated with from the dropdown menu.

ISSUE ALERT ✕

Student   Test Student1

Please select the reason you believe this student needs assistance

☒ Needs Tutoring

Is this alert associated with a specific class?

Optional ▼

Optional

MATH-180-W01 Calculus II

Additional Comments

Please enter a comment.

Cancel   **Submit**

6. Enter any *additional comments* about the alert.

ISSUE ALERT ✕

Student   Test Student1

Please select the reason you believe this student needs assistance

☒ Needs Tutoring

Is this alert associated with a specific class?

MATH-180-W01 Calculus II ▼

Additional Comments

Student is struggling with derivatives.

Cancel   **Submit**

How to Issue an Alert

7. Once you have completed the form, **select** *submit*.

ISSUE ALERT ✕

Student   Test Student1

Please select the reason you believe this student needs assistance

✕ Needs Tutoring

Is this alert associated with a specific class?   MATH-180-W01 Calculus II ▾

Additional Comments

Student is struggling with derivatives.

Cancel   **Submit**

8. The issued alert will appear on the Professor Home page under

Students In My Classes

Actions ▾

	INDEX	STUDENT NAME	COURSE(S)	AT RISK?
☐	5	Student3, Test	MATH-180-W01	No
☐	6	Student4, Test	MATH-180-W01	No
☐	7	Student5, Test	MATH-180-W01	No
☐	8	Student6, Test	MATH-180-W01	No
☐	9	Student7, Test	MATH-180-W01	No
☐	10	Student8, Test	MATH-180-W01	No
☐	11	Student9, Test	MATH-180-W01	No

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
08/05/2020	Student1, Test	Needs Tutoring	1 Open Case	No Progress Report

For support, please **contact** the *Academic Enrichment Center* at **AEC@NYIT.edu**.