

Issuing Alerts

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
- Student Needs Tutoring
- Missing Assignments
- Low Grades

How to Issue an Alert

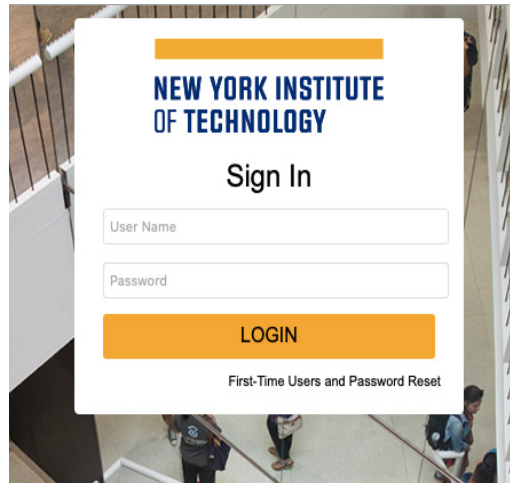
1. To access Navigate on the web: *NYIT.edu > Faculty & Staff > MY.NYIT > EAB Navigate.*

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:

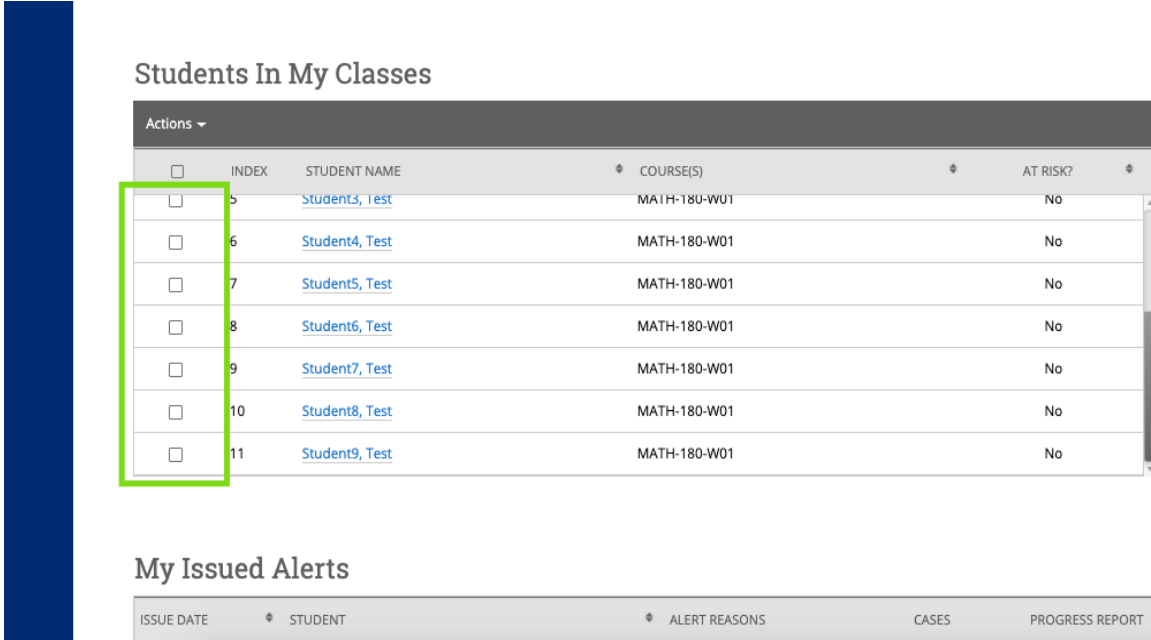
3.1.a. From the *Professor Home* page, locate the *Students in My Classes* menu.

CLASS NAME	TIME	ROOM
(MATH-180) Calculus II	MWR 3:00p-6:40p ET	Not Specified

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
5	Students, 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

How to Issue an Alert

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

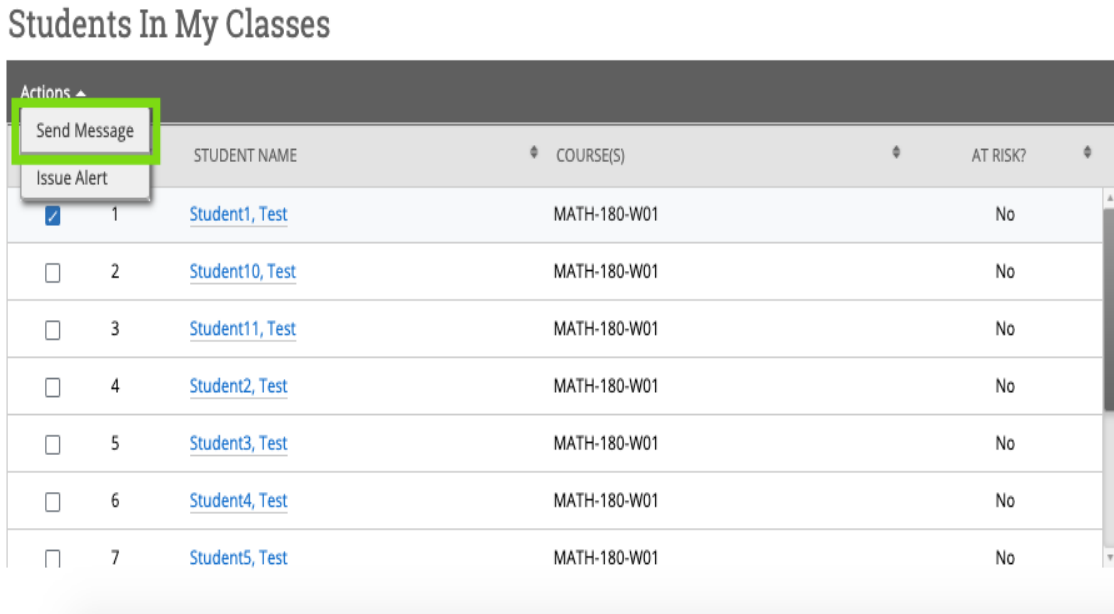


The screenshot shows a table titled "Students In My Classes" with a header "Actions" and a table with columns: INDEX, STUDENT NAME, COURSE(S), and AT RISK?. The table contains 7 rows of student data. A green box highlights the checkboxes in the first column for rows 5 through 11.

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input type="checkbox"/>	Student3, Test	MATH-180-WU1	No
<input type="checkbox"/>	Student4, Test	MATH-180-W01	No
<input type="checkbox"/>	Student5, Test	MATH-180-W01	No
<input type="checkbox"/>	Student6, Test	MATH-180-W01	No
<input type="checkbox"/>	Student7, Test	MATH-180-W01	No
<input type="checkbox"/>	Student8, Test	MATH-180-W01	No
<input type="checkbox"/>	Student9, Test	MATH-180-W01	No

Below the table is a section titled "My Issued Alerts" with a header "ISSUE DATE" and a table with columns: STUDENT, ALERT REASONS, CASES, and PROGRESS REPORT.

3.1.c. Select the *Actions* menu.



The screenshot shows the same "Students In My Classes" table. The "Actions" menu is open, showing "Send Message" and "Issue Alert" options. The "Issue Alert" option is highlighted with a green box. The table contains 7 rows of student data.

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input checked="" type="checkbox"/>	Student1, Test	MATH-180-W01	No
<input type="checkbox"/>	Student10, Test	MATH-180-W01	No
<input type="checkbox"/>	Student11, Test	MATH-180-W01	No
<input type="checkbox"/>	Student2, Test	MATH-180-W01	No
<input type="checkbox"/>	Student3, Test	MATH-180-W01	No
<input type="checkbox"/>	Student4, Test	MATH-180-W01	No
<input type="checkbox"/>	Student5, Test	MATH-180-W01	No

How to Issue an Alert

3.1.d. Select *Issue Alert*.

Students In My Classes

Actions ▾			
	STUDENT NAME	COURSE(S)	AT RISK?
<input checked="" type="checkbox"/>	Student1, Test	MATH-180-W01	No
<input type="checkbox"/>	Student10, Test	MATH-180-W01	No
<input type="checkbox"/>	Student11, Test	MATH-180-W01	No
<input type="checkbox"/>	Student2, Test	MATH-180-W01	No
<input type="checkbox"/>	Student3, Test	MATH-180-W01	No
<input type="checkbox"/>	Student4, Test	MATH-180-W01	No
<input type="checkbox"/>	Student5, Test	MATH-180-W01	No

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

Is this alert associated with a specific class?

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*.

The screenshot shows the NAVIGATE interface. At the top, there's a search bar and a dropdown menu set to 'Summer 2020'. Below that, the 'Class Listing' section contains a table with columns for CLASS NAME, TIME, and ROOM. The first row shows '(MATH-180) Calculus II' with a time of 'MWR 3:00p-6:40p ET' and 'Not Specified' for the room. To the right of the class listing is a sidebar with 'Actions' and 'Quick Links' sections. The 'Issue an Alert' button in the 'Actions' section is highlighted with a green box. Below the class listing is the 'Students In My Classes' section, which has a table with columns for INDEX, STUDENT NAME, COURSE(S), and AT RISK?. The table lists several students, each with a checkbox in the 'Actions' column.

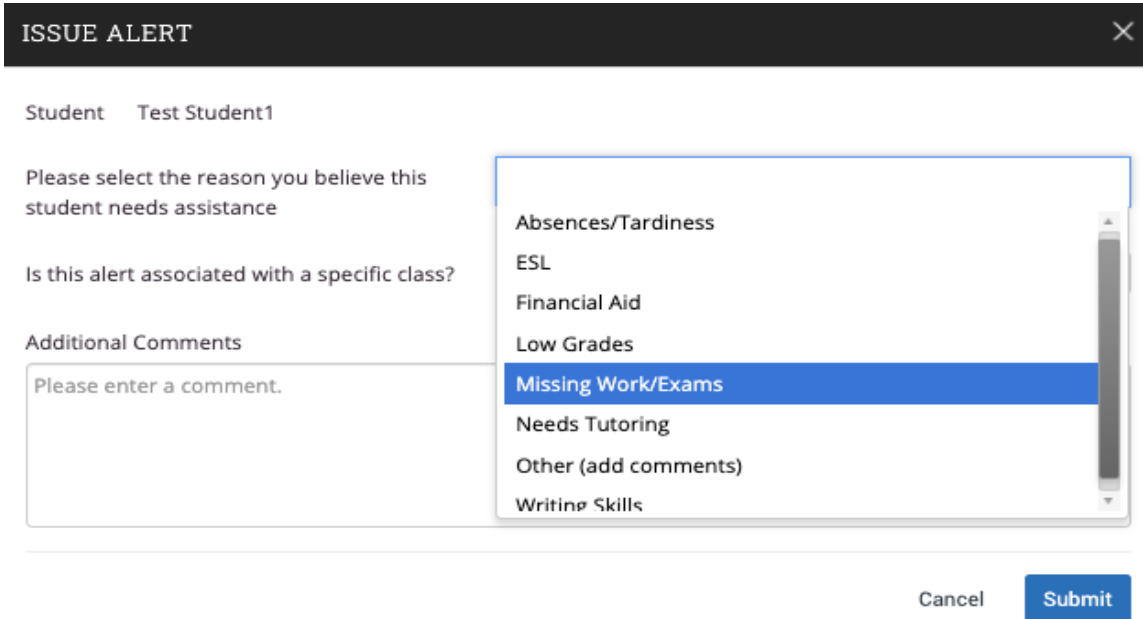
3.2.b. In the popup that appears, **enter** the student's name you wish to enter an alert for. Aside from this search box, the popup that appears is the same as in *Option 1 (review step 4)*.

The screenshot shows the 'ISSUE AN ALERT' popup form. At the top, there's a title bar with 'ISSUE AN ALERT' and a close button. Below that is a search box labeled 'Student' with a magnifying glass icon, which is highlighted with a green box. Underneath the search box are two dropdown menus. The first one is labeled 'Please select the reason you believe this student needs assistance' and has 'Select at least one' selected. The second one is labeled 'Is this alert associated with a specific class?' and has 'Optional' selected. Below these is a text area labeled 'Additional Comments' with the placeholder text 'Please enter a comment.'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

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 [Close]

Student Test Student1

Please select the reason you believe this student needs assistance

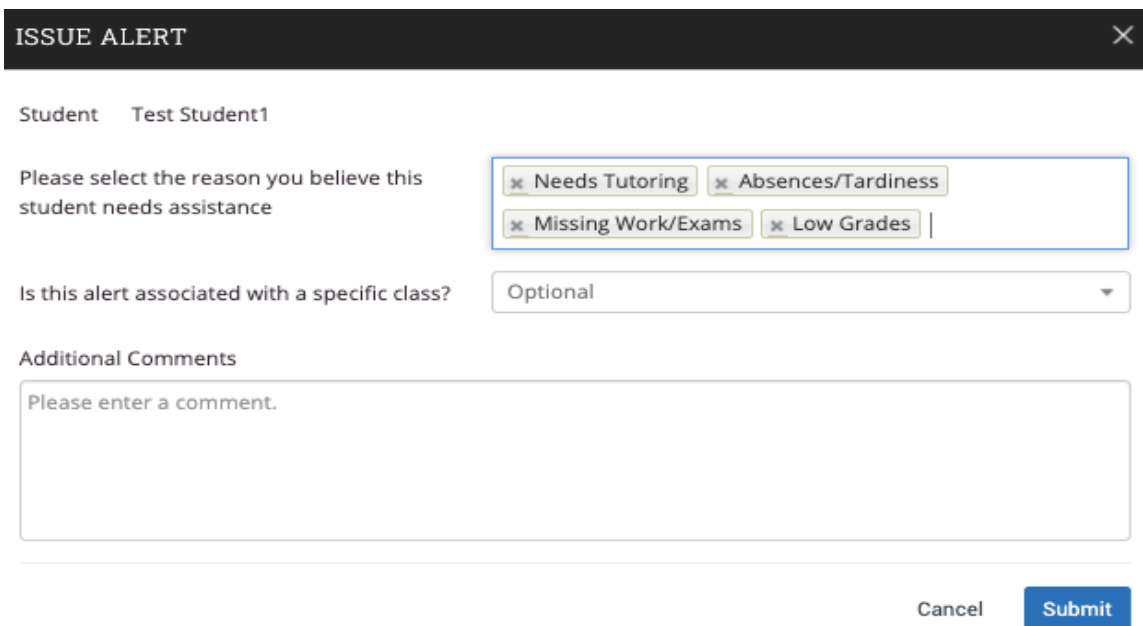
Is this alert associated with a specific class?

Additional Comments
Please enter a comment.

- Absences/Tardiness
- ESL
- Financial Aid
- Low Grades
- Missing Work/Exams**
- Needs Tutoring
- Other (add comments)
- Writing Skills

Cancel Submit

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



ISSUE ALERT [Close]

Student Test Student1

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments
Please enter a comment.

Needs Tutoring Absences/Tardiness
Missing Work/Exams Low Grades

Optional

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

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

Is this alert associated with a specific class?

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					
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?	
<input type="checkbox"/>	5	Student3, Test	MATH-180-W01	No	
<input type="checkbox"/>	6	Student4, Test	MATH-180-W01	No	
<input type="checkbox"/>	7	Student5, Test	MATH-180-W01	No	
<input type="checkbox"/>	8	Student6, Test	MATH-180-W01	No	
<input type="checkbox"/>	9	Student7, Test	MATH-180-W01	No	
<input type="checkbox"/>	10	Student8, Test	MATH-180-W01	No	
<input type="checkbox"/>	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.