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
- 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.
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.

3.1.c. Select the Actions menu.
3.1.d. Select *Issue Alert*.

Students In My Classes

<table>
<thead>
<tr>
<th>Actions</th>
<th>STUDENT NAME</th>
<th>COURSE(S)</th>
<th>AT RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student1, Test</td>
<td>MATH-180-W01</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Student2, Test</td>
<td>MATH-180-W01</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Student3, Test</td>
<td>MATH-180-W01</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Student4, Test</td>
<td>MATH-180-W01</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Student5, Test</td>
<td>MATH-180-W01</td>
<td>No</td>
</tr>
</tbody>
</table>

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

**ISSUE ALERT**

Student: Test Student 1

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.

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).
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.

**NOTE:** More than one alert reason can be selected.
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
     - 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
7. Once you have completed the form, select submit.

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

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