

NAVIGATE Platform Guide for Faculty

How to Issue an Alert

Do.
Make.
Innovate.
Reinvent the Future.

How to Log-Into NAVIGATE

The "EAB Navigate" tile may appear in a different place on your page

my.nyit.edu

| | | | | | |
|-------------------------------|---------------------------|------------------------------|-----------------------|------------------------|------------------------|
| EAB Navigate | G Suite | Email | CANVAS | Blackboard | HELLO, MADELINE |
| Student Timesheets | Tutoring | Advising Appointments | STUDENT RESOURCES | ACADEMIC RESOURCES | Career Services |
| Faculty & Staff Directory | Employee Self Service | NYIT CONNECT: FACULTY | CAMPUS RESOURCES | | |

Professor Home

Class Listing

| CLASS NAME | TIME | ROOM | |
|---|--------------------|----------|---|
| (IDSP-098) Skills for College Success I | T 11:10a-12:10p ET | EGGC-307 | Assignments Progress Reports |

2 - Click on the Drop Down

Students In My Classes

| Actions | | | | | |
|--------------------------|-------|------------------------------------|--|--------------|----------|
| <input type="checkbox"/> | INDEX | STUDENT NAME | CATEGORY | COURSE(S) | AT RISK? |
| <input type="checkbox"/> | 1 | Student 1, Example | Admitted:Fall 2019, EDUPLUS, Home Campus New York City, PSHR | IDSP-098-M01 | No |
| <input type="checkbox"/> | 2 | Student 2, Example | Admitted:Fall 2019, EDUPLUS, Home Campus New York City, PSMR | IDSP-098-M01 | No |
| <input type="checkbox"/> | 3 | Student 3, Example | Admitted:Fall 2019, EDUPLUS, Home Campus New York City, PSMR | IDSP-098-M01 | No |
| <input type="checkbox"/> | 4 | Student 4, Example | Admitted:Fall 2019, EDUPLUS, Home Campus New York City, PSMR | IDSP-098-M01 | No |
| <input type="checkbox"/> | 5 | Student 5, Example | Admitted:Fall 2019, EDUPLUS, Home Campus New York City, PSMR | IDSP-098-M01 | No |

2 - Select a Student(s)

My Issued Alerts NEW

| ISSUE DATE | STUDENT | ALERT REASONS | CASES | PROGRESS REPORT |
|------------|------------------------------------|----------------|-------------|--------------------|
| 07/23/2020 | Student 1, Example | Needs Tutoring | 1 Open Case | No Progress Report |

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Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Record My Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

How to Issue an Alert

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Students In My Classes

Actions ▾

Send Message

Issue Alert

STUDENT NAME

1 [Student 1, Example](#)

2 [Student 2, Example](#)

3 [Student 3, Example](#)

4 [Student 4, Example](#)

5 [Student 5, Example](#)

ISSUE ALERT

Student [Example Student 4](#)

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

After making your selections above,
enter your comments here
and click 'Submit'

Cancel

Submit

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

Optional

MATH-135-M03

AAID-140-M03

IDSP-098-M01

FCWR-101-M10

AAID-101-M03

For assistance, please contact:

The Advising and Enrichment Center (AEC)



aec@nyit.edu

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