How To: Issue an AdHoc Alert in Navigate

TO ISSUE AN ALERT FOR ONE STUDENT

1. Log into Navigate via https://umaine.campus.eab.com/.

2. To issue an adhoc alert on ONE student, locate the "Actions" box underneath your profile picture. Within that box, select "Issue an Alert".

3. In the search bar next to "Student", search for the student you would like to issue an alert for. Select that student's name.

4. Select a reason for the alert. You can select more than one concern or kudos for the student if you see it is fitting to do so. If none of the concerns or kudos listed capture what you would like to issue the alert for, you can select the "Other" option.

* **Please note that different concerns will send an alert to different parties.** For example, an attendance concern alert will send an alert to the student it is being issued for and their academic advisor. A dispositional concern will send an alert to the student's associate dean. For a detailed list of who is notified of what concern, please consult the Navigate Alert Outline.

5. If you would like, you can associate the alert with the class that you have the student in, or you can choose to generalize the alert. This step is optional.

6. In the additional comments box, you can elaborate on why you are issuing the alert. It is **highly recommended** that you elaborate on why the alert is being issued, so that whoever receives the alert has context for why they are receiving it. For example, if you are issuing a personal well-being alert, the alert will be sent to the associate dean. Since the associate dean may not know the student in question personally, you should detail

what you motivated you to issue the alert (behavior you have noticed, the student's lack of action in course, etc).

7. Once you have completed all fields, you can select the blue "Submit" button and the alert will be issued to the appropriate parties.

TO ISSUE AN ALERT FOR MULTIPLE STUDENTS

1. Log into Navigate via https://umaine.campus.eab.com/.

2. To issue an adhoc alert on MULTIPLE students, locate the "Assigned Student" box in the middle of your screen. Using the boxes on the left-hand side of the box, select the students you would like to issue an alert for.

3. Once all students have been selected, locate the "Actions" tab at the top left corner of the box. Click the tab and click the "Issue Alert" option from the drop-down menu.

4. To verify the students you selected, you can click "(Show all)" to view what students the alert will be issued for.

5. Select a reason for the alert. You can select more than one concern or kudos for the student if you see it is fitting to do so. If none of the concerns or kudos listed capture what you would like to issue the alert for, you can select the "Other" option.

* **Please note that different concerns will send an alert to different parties.** For example, an attendance concern alert will send an alert to the student it is being issued for and their academic advisor. A dispositional concern will send an alert to the student's associate dean. For a detailed list of who is notified of what concern, please consult the Navigate Alert Outline.

6. In the additional comments box, you can elaborate on why you are issuing the alert. It is **highly recommended** that you elaborate on why the alert is being issued, so that whoever receives the alert has context for why they are receiving it. However, keep in mind that whatever you comment will be sent to **all students included on the alert**. You cannot send individual comments when you are issuing an alert for multiple students. If you need to personalize the additional comments, please issue an individual report for each student.

7. Once you have completed all fields, you can select the blue "Submit" button and the alert will be issued to the appropriate parties.

For further clarification or questions, contact um.navigate@maine.edu.