

Issuing an Alert

There are two ways to issue an alert on a student through the Navigate platform – ad hoc or Progress Reports.

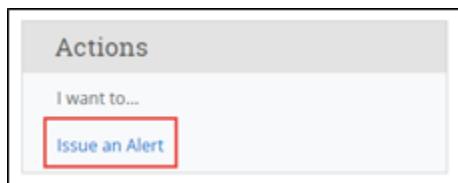
First, to access EAB Navigate log into Unify. Select EAB Navigate from the Unified Resources.

The first page to load is your Professor (or staff) homepage.

Ad Hoc Alerts

You can issue an ad hoc alert on a student at any time throughout the platform, including your staff or professor homepage, Advanced Search, or a student's profile page.

To issue an alert from your staff or professor homepage, select “Issue an Alert” from the Actions menu on the top right of your screen. This dialogue box will then prompt you to search for the student to issue an alert for. Please see the screenshot below.



To issue an alert from a list of students, check the box next to the student's name and select “Issue Alert” from the Actions drop-down menu. For example, you can issue an alert from your assigned students list on your staff homepage. Please note – you can only issue an alert for one student at a time. You cannot select more than one student and issue an alert. Please see the screenshot below.

My Assigned Students All Terms ▾

Actions ▴
 Send Message
 Create Appointment Summary
 Appointment Campaign
 Schedule Appointment
 Tag
 Note
 Mass Print
Issue Alert
 Charity
 Watch
 Export Results
 Show/Hide Columns

NAME	ID	WATCH LIST	CUMULATIVE GPA	SUPPORT
	885975301		0.00	High
	658621590		2.19	High
	178436157			
	196123052			
anira	538235217		2.96	Moderate
	999777248		2.12	Moderate
	609888859		2.79	Moderate
	355089613		2.98	Moderate

Previous
 1
 2
 3
 4
 5
 ...
 29
 Next

2,806 total results

In addition, you can issue an alert from the student's profile page. Navigate to the student's profile and select "Issue an Alert" from the right-hand action menu. Please see the screenshot below.

Staff Alerts 0

I want to...

- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report on Appointment
- Create Request for Appointment
- Schedule an Appointment
- Add to Watch List
- Issue an Alert**

Selecting "Issue an Alert" will open the alerts dialogue box. Please see the screenshot below.

- **Alert Reason:** Select at least one reason for issuing this alert. Alert reasons are configured by your institution. Please contact your Application Administrator if you have questions about what your institution's specific alert reasons mean. Note that Alert Reasons are tied to Care Units. Additionally, each Alert Reason chosen will open a separate case for the student if your institution uses case management functionality.
- **Association with Specific Course:** You may also choose to associate this alert with a specific course in which the student is currently enrolled. You can only select one course. This field is optional.
- **Additional Comments:** Enter all comments related to this alert. Only those staff or faculty with proper permissions will be able to view the alert and its comments. There is no character limit to this field.

Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).

Issuing Mass Alerts

Navigate Staff lets users issue mass alerts for up to 100 students at a time. The alerts will generate one alert per student. This will be available in Advanced Search, Staff Home (My Students), new Standard Reports, and other drop-down menus where you are able to issue a single alert from the Actions menu.

If multiple students are selected, the pop-up window will be similar to the one for issuing a single alert. There are two main differences. First, you will see "Issuing Alert for X Students" with a link to show a list of all the students. The other difference is there should be no course selection drop-down.

ISSUE ALERT

Issuing Alerts for 100 Students. [\(Show all\)](#)

Please select the reason you believe this student needs assistance

Select at least one

Additional Comments

Please enter a comment.

Cancel

Submit

What Happens Next?

After issuing an alert, the student's academic advisor will be notified. They will reach out to the student to provide assistance or connect the student to appropriate resources.