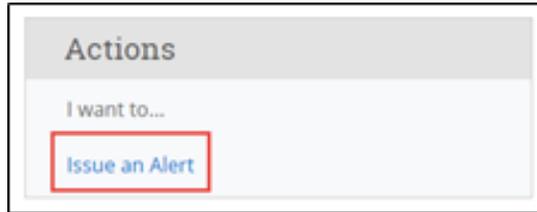


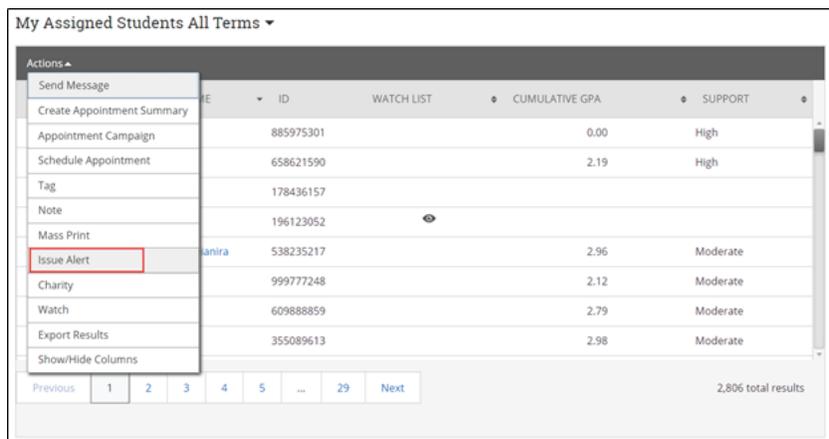
Creating an Alert (outside of a progress report)

There are several locations to issue ad hoc alerts in Navigate. They include the **Staff Home** or **Professor Home** pages, in **Advanced Search** results, or from a student profile.

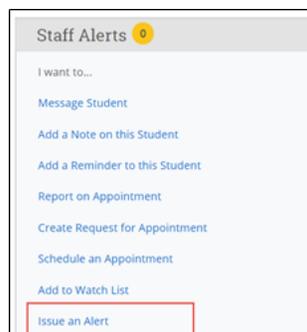
To issue an alert from **Staff Home** or **Professor Home**, select **Issue an Alert** from the **Actions** pane. A dialog then prompts you to search for the student you want to issue the alert for, as in the following screenshot.



To issue an alert from a list of students, such as **Advanced Search** results or your **My Assigned Students** pane on your home page, select a student from the list. Next, select **Actions > Issue Alert**.



To issue an alert from a student profile, select **Issue an Alert** from the **Action** pane as in the following screenshot.



Creating an Alert (outside of a progress report)

Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

ISSUE AN ALERT

Student Gunner Harmon

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Cancel

- **Alert Reason:** Select at least one reason for issuing this alert. Alert reasons are configured by your institution.
 - **Academic Performance Concern** – Students' academic advisor of record is notified. Alert is designed to initiate an intervention or begin the discussion of a need to drop a class. Please add comments to assist that conversation.
 - **Enrollment Verification** – Office of the Registrar is notified - Used to notify the registrar of a student that has not attended a class.
 - **Missing Textbook or Other Class Materials** – Office of Student Success is Notified - If a student is missing a textbook or online code/ anything required for the class that could cause them to fall behind.
 - **Personal Family Hardship** – Student Affairs and the Office of Student Success is notified. Student, or student's immediate family member, is experiencing issues with finances, illness, catastrophic event, etc.
 - **Refer to Career Education** – Office of Career Education is notified - Alert is designed to initiate a conversation about major or career assistance. Please add comments to assist that conversation.
 - **Refer to Counseling Center**– Counseling Center is notified - You directly observed or student has expressed a mental health concern.
 - **Technology Difficulties** – IT Service Desk is notified - Student does not have access, or has very limited access, to the technology needed to complete their course work- i.e., internet service, laptop, etc
 - **Total Withdrawal** – Office of Student Success is notified – this alert will assign a total withdrawal counselor to reach out to the student to begin the discussion of withdrawal for the semester.
 - **Other** - any other reason your student needs MU services. The comment box must be filled with this alert.
- **Association with Specific Course (Optional):** Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.
- **Additional Comments:** Enter comments in this box. Staff and faculty with permission can view the alert and its comments. There is no character limit to this field. The more information the better.