



### Navigate How-To Guide for Faculty

#### Issuing Ad-Hoc Alerts Via Progress Survey

**Note:** Alerts must be raised in Navigate via Progress Report so that students can read their professor's comments about the alert.

Do NOT select Issue Alert from the listing of Students In My Courses on the Professor Home Page

#### Students In My Courses

Term: Spring 2025 (Default T...)

INDEX	STUDENT NAME	CATEGORY
<input type="checkbox"/>	Student Name 1	
<input type="checkbox"/>	Student Name 2	
<input type="checkbox"/>	Student Name 3	
<input checked="" type="checkbox"/>	Student Name 4	

If Professor tries to raise ad-hoc alert from the Students In My Courses, there is no reason to select. You will see No matches found.

Students In My Courses

Term: Fall 2024 (Default Term)

Actions

INDEX	STUDENT NAME	CATEGORY
<input type="checkbox"/>	Student Name 1	Condition Good, Honors, TRIO: Yes
<input type="checkbox"/>	Student Name 2	Current Affairs, Hall, Learning & Life Sciences
<input type="checkbox"/>	Student Name 3	Condition Good, Honors, School of
<input checked="" type="checkbox"/>	Student Name 4	Current Affairs, Yes, Housing Program: McNair Scholars, School of Social & Community Sciences, TRIO: Yes

ISSUE ALERT

Student: Student Name

Please select a reason: No matches found

Is this associated with a specific class?

Additional Comments: Please enter a comment.

Cancel Submit

## Steps for Issuing Navigate Alerts Via Progress Report

Click Progress Reports next to desired course to get a list of students in that course

**Professor Home** Must be on Professor (not Staff) Home page

Courses

Term: Fall 2024 (Default Term)

COURSE NAME	DAYS/TIMES	
(UNIV-1180) TRIO/SSS College Orientation	Begins on 08/26/2024 08/26/2024 - 12/18/2024 M 10:00am - 10:50am CT DH-113	<a href="#">Progress Reports</a>
(UNIV-1180) TRIO/SSS College Orientation	Begins on 08/26/2024 08/26/2024 - 12/18/2024 M 12:00pm - 12:50pm CT DH-113	<a href="#">Progress Reports</a>
(UNIV-1180) TRIO/SSS College Orientation	Begins on 08/26/2024 08/26/2024 - 12/18/2024 M 1:00pm - 1:50pm CT DH-113	<a href="#">Progress Reports</a>
(UNIV-1199) Critical Reading and Analysis	Begins on 08/26/2024 08/26/2024 - 12/18/2024 TR 10:00am - 10:50am CT DH-113	<a href="#">Progress Reports</a>
(UNIV-1300) Personal & Financial Wellness	Begins on 08/26/2024 08/26/2024 - 12/18/2024 NA-NA	<a href="#">Progress Reports</a>

Click the check box to the left of the student you want to issue an alert for, then select Create a New Progress Report from the Actions menu.

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.

Actions

- Create a New Progress Report

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input checked="" type="checkbox"/> Student Name		

You will then see the following box:

Select Yes to indicate I want to provide comments on a student

Select the appropriate alert.

Include constructive feedback to your student.

NOTE: Students will be able to read the comments you include.

Then Submit Report

**ADD A NEW PROGRESS REPORT**

I want to provide comments on a student  Yes  No

Alert Reasons (You must choose at-least one to provide information about a student)

Please provide helpful information for your student (Your student will be able to see your comments)

### Alerts Available:

- Academic Performance Concern
- Keep Up the Good Work

### Academic Performance Concern

- Use the Academic Performance Concern alert to indicate you have concerns about how the student is doing in your class.
- Please include information regarding the specific concerns you have about the student's attendance, assignments, or exams.
- Also include suggestions for what the student should do to improve in your class.

Note: Your student will be able to read your comments.

### ADD A NEW PROGRESS REPORT ✕

I want to provide comments on a student  Yes  No

Alert Reasons (You must choose at-least one to provide information about a student)

✕ Academic Performance Concern

Please provide helpful information for your student (Your student will be able to see your comments)

The student is missing assignments 1-4 and has until September 30th to submit them for full credit. The student will be eligible for only 50% of the assignment value after 9/30. I want to see this student earn full credit and encourage the student to see me during my office hours for assistance with these assignments. I'm happy to help and want to see this student succeed!

The student will get an email (sample below) indicating you have a concern about how they are doing in your class.

### **Your Academic Progress Matters to Us**

**Alert Reasons:** Academic Performance Concern

Hi *Student's First Name*,

We are reaching out to you because *Professor's Name* is concerned about your academic performance in *Course Name*.

Please log into Navigate 360 Student. Then go to My Docs and click on Progress Reports to read the comments *Professor's Name* has about this concern.

All college students struggle at one point or another. We believe you can overcome this challenge and be successful in your academic studies. It is important for you to act now to improve your academic performance.

Please meet with *Professor's Name* as soon as possible to discuss how you can improve in *Course Name*. All professors hold office hours, which is a time for students to visit to discuss the course and how to be successful. Check your syllabus for specific office hour days/times and format (in-person or online).

BSU has many resources that can assist with both academic and personal concerns. If you are unsure about how to access help, contact your BSU advisor or visit our office in Decker Hall 202.

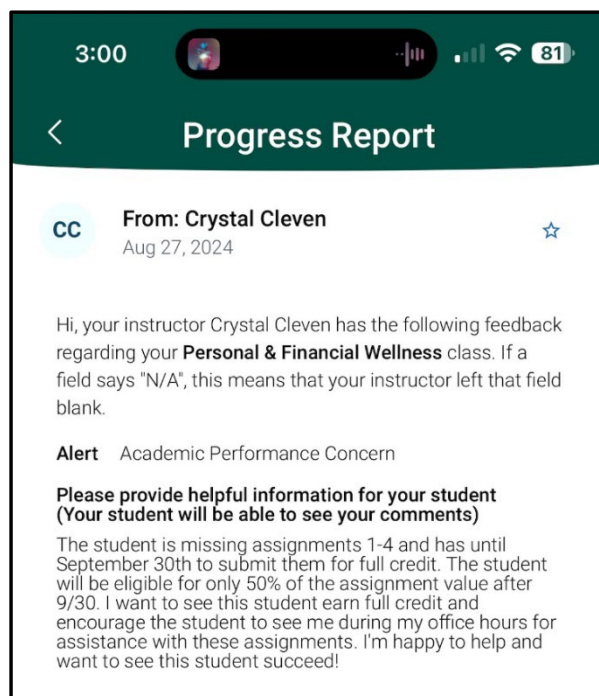
We care about your success!

BSU Student Success Center  
Decker Hall 202  
Phone: (218) 755-2038  
[advising@bemidjistate.edu](mailto:advising@bemidjistate.edu)

The student will also be directed to their documents in Navigate student where they can [read your comments](#).

A case will also be opened and someone in the student's success network will reach out to the student about your concern.

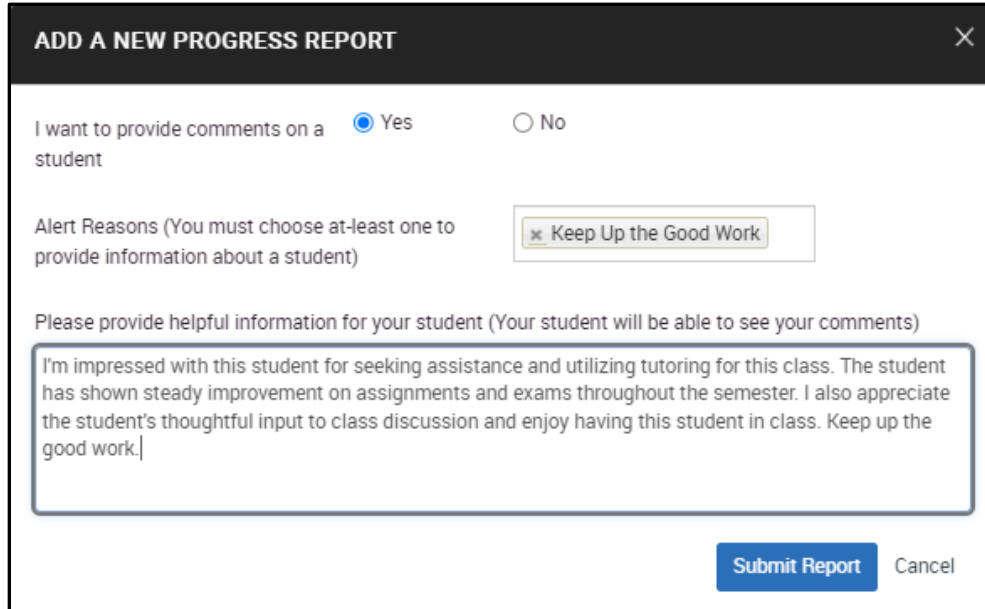
This is an example of what the student sees in My Documents in Navigate



## Keep Up the Good Work

- Use Keep Up the Good Work alert to praise the student.
- Please include specific reasons you are impressed with the student.

Note: Your student will be able to read your comments.

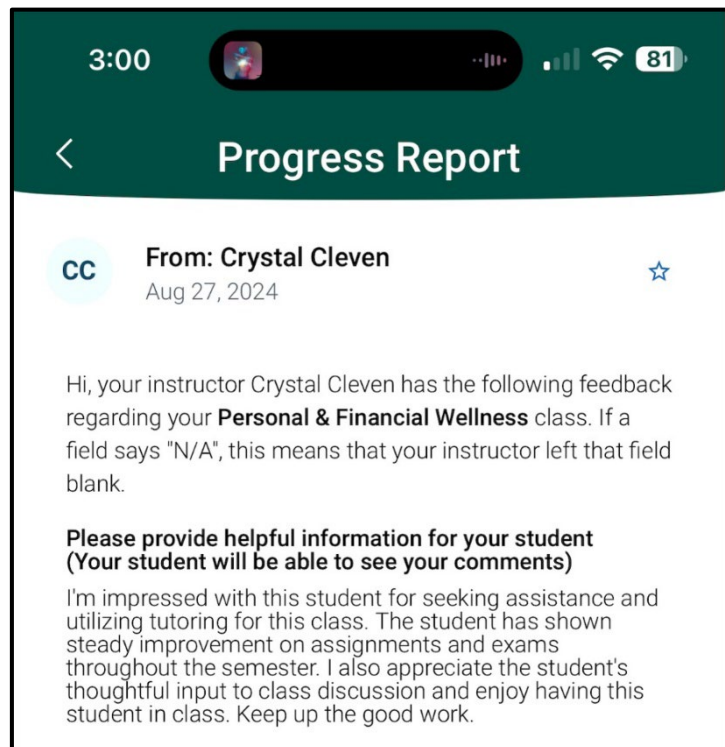


The screenshot shows a form titled "ADD A NEW PROGRESS REPORT" with a close button (X) in the top right corner. The form contains the following elements:

- A question: "I want to provide comments on a student" with radio buttons for "Yes" (selected) and "No".
- A section for "Alert Reasons (You must choose at-least one to provide information about a student)" with a dropdown menu showing "Keep Up the Good Work".
- A text area for comments with the instruction: "Please provide helpful information for your student (Your student will be able to see your comments)". The text entered is: "I'm impressed with this student for seeking assistance and utilizing tutoring for this class. The student has shown steady improvement on assignments and exams throughout the semester. I also appreciate the student's thoughtful input to class discussion and enjoy having this student in class. Keep up the good work."
- Buttons for "Submit Report" and "Cancel" at the bottom right.

The student will get an email indicating you are impressed with their performance in your class and encourage them to read your comments in their documents in Navigate Student

This is an example of what the student sees in My Documents in Navigate



This is how things look on the instructor's page in Navigate after the alert is issued.

STUDENT NAME	AT-RISK?	ALERT REASONS	COMMENTS	CREATED AT
Student Name	Yes	Academic Performance Concern	The student is missing assignments 1-4 and has until September 30th to submit them for full credit. The student will be eligible for only 50% of the assignment value after 9/30. I want to see this student earn full credit and encourage the student to see me during my office hours for assistance with these assignments. I'm happy to help and want to see this student succeed!	08/27/2024 <a href="#">Details</a>
Student Name	Yes	Keep Up the Good Work	I'm impressed with this student for seeking assistance and utilizing tutoring for this class. The student has shown steady improvement on assignments and exams throughout the semester. I also appreciate	08/27/2024 <a href="#">Details</a>