

Submitting an Alert

Important: 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).

There are numerous ways to search students and submit alerts in Navigate. Each way has its own advantages which include, but are not limited to, convenience, ensuring the alert is submitted for the correct student, or ability to review the student profile before submitting an alert.

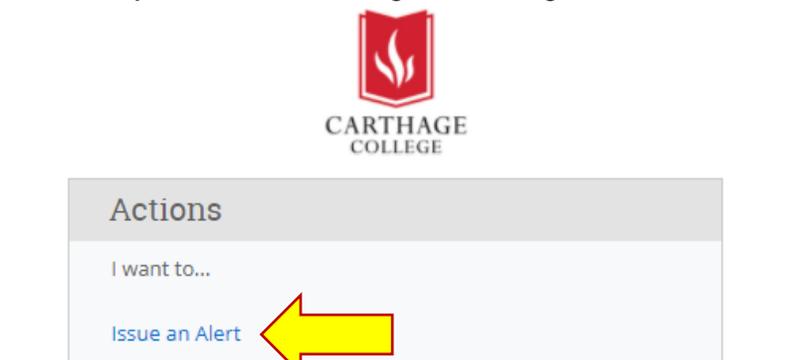
Most alerts are configured to open a case, which allow for documentation of the follow-up and intervention steps taken. Once a case is closed, the person who originally submitted the alert will receive a closed notification with the case outcome. There are a small number of alerts which are self-service and connect a student directly to the resource. In those instances, submitters will not receive a closed notice.

Submitting an Alert: Recommended Option

All Faculty and Staff have the ability to issue an alert for *any* student using this method.

Objective: Alerts provide staff and faculty with the ability to draw attention, both positive and negative, or prompt a referral with another department using the platform. This option is quick and convenient for users. View the [video tutorial](#)

1. From your Staff Home Page, on the right side, under Actions, click Issue an Alert.




CARTHAGE
 COLLEGE

Actions

I want to...

[Issue an Alert](#) 

ISSUE ALERT ✕

Student

Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

2. In the Issue an Alert popup, search for the Student.

a. You will need to click on the student's name from the populated menu. Simply clicking enter will not auto-fill the name.

3. Select alert reason(s) and, if applicable, select a class this alert is associated with.

4. Enter any additional qualitative comments to inform who will be addressing the alert of details.

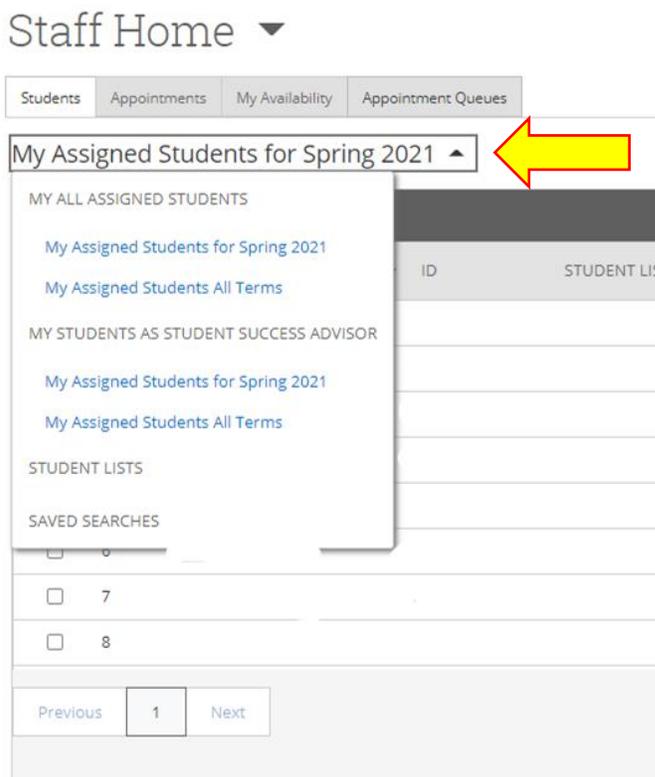
5. Then, click 'Submit'.

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Submitting an Alert for Students Assigned to You

Objective: Alerts provide staff and faculty with the ability to draw attention, both positive and negative, or prompt a referral with another department using the platform. Students are assigned based on your role and courses students are enrolled. Submitting alerts with this method can help ensure the alert is submitted for the correct student either in your advising caseload or classes. This is useful if you are unable to find the student using other methods.

1. From your Staff Home page click the drop down menu to select a list of students assigned to you.

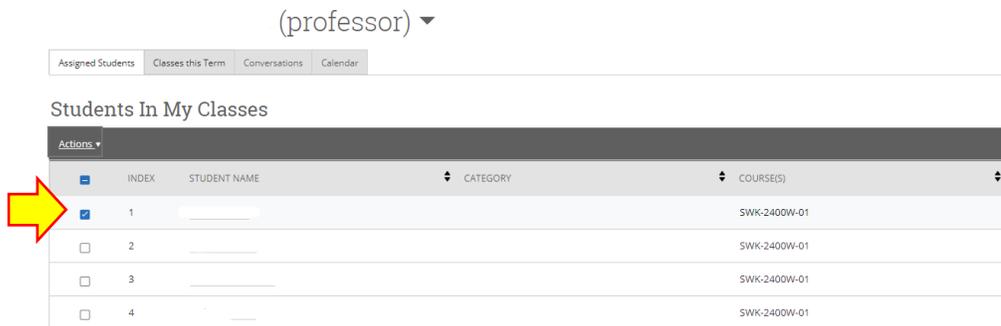


2. For users with additional roles, use the drop down menu by Staff Home to switch views. The Professor Home view will show a Students in My Classes table.

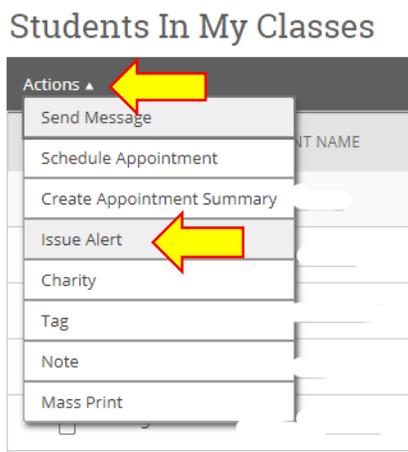


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3. After selecting the correct list, select the student you would like to issue an alert for by clicking the appropriate checkbox.



4. Then go to Actions and select Issue Alert.



5. Select an alert reason and select a class this alert is associated with, if applicable.
6. Enter any additional qualitative comments to inform who will be addressing the alert of details. Then, click 'Submit'.

ISSUE ALERT ✕

Student

Please select a reason for this alert Select at least one

Is this alert associated with a specific class? Optional ▼

Additional Comments

Please enter a comment.

Cancel Submit

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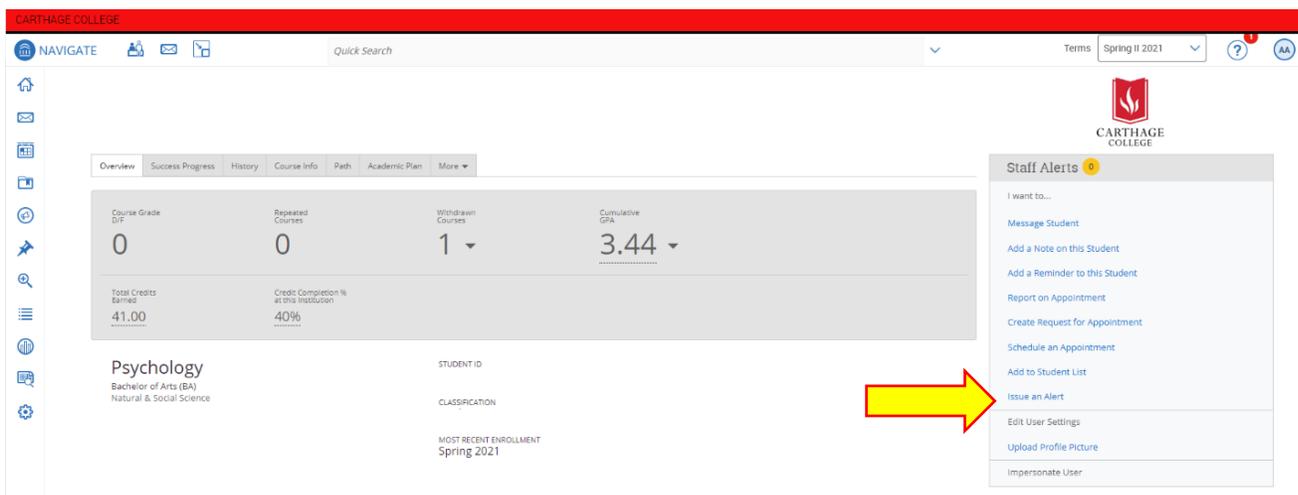
*Submitting an Alert for Students Not Assigned to You
(Some users may not have the ability to see all student profiles)*

Objective: Alerts provide staff and faculty with the ability to draw attention, both positive and negative, or prompt a referral with another department using the platform. Students are assigned to you in Navigate based on your specific role and courses student are enrolled. The following instructions are for students who are not directly assigned to you in the Navigate platform.

1. Search for the student using the search bar at the top.



2. On the Student Profile Page, select the option 'Issue an Alert' under 'Staff Alerts' on the right hand side.
3. Select an alert reason and select a class this alert is associated with if applicable.



4. Enter any additional qualitative comments to inform who will be addressing the alert of details. Then, click 'Submit'.

ISSUE AN ALERT ✕

Student

Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments
Please enter a comment.

Related Navigate Help Center Articles (requires logging into Navigate): [Alerts](#)

Carthage FAQs: View the [video tutorial](#)

Contact Melissa Burwell, mburwell@carthage.edu, for questions about Alerts.

