



## Issuing an Alert – Instructor Guide

Fall 2020

### Accessing Navigate

Go to [go.niu.edu/Navigate](http://go.niu.edu/Navigate). Log in with your A-ID and password. If you experience difficulties logging in, please email [bberchtold@niu.edu](mailto:bberchtold@niu.edu). If you have a Z-ID as well, you must be fully logged out of it before accessing Navigate. You can also access Navigate by clicking the Issue an Alert (Navigate) link under Resources to Keep Teaching on Blackboard.

### Navigating to Your Roster

If you see Staff Home at the top left, click on the triangle next to it to switch to Professor Home. If you see Professor Home when you log in, no additional action is needed.

Staff Home ▼

Under Professor Home you will see a list of the courses that you are assigned to. Scroll down the page to see a table with the heading Students in My Classes. **Do not select a link that says issue an alert in the actions box to the upper right, select the student under Students in My Classes.**

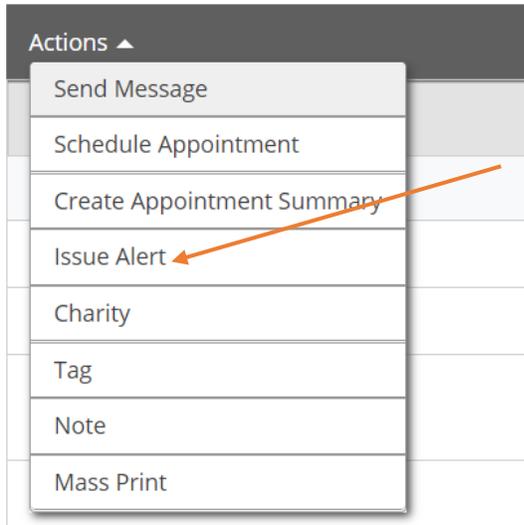


### Issuing an Alert

**It is expected that you have tried to talk to the student about this issue prior to submitting the alert.**

Select the box next to the student's name that you are concerned about. Under actions, select Issue Alert.

## Students In My Classes



### Defining Alert Reasons

**Select only one alert reason, even if multiple apply. Pick the greatest concern and state in the comments if the other reasons are applicable.**

**Student Has Not Logged In:** Use the grade center in Blackboard to see when the student has last logged in. If the student has not logged in since Spring Break AND you are concerned about them passing the course, select this alert. Alert will go to academic advisor.

**Student Not Submitting Assignments:** If the student is not submitting assignments AND you are concerned about them passing the course, select this alert. Alert will go to academic advisor.

**SAASS:** If you want to make a student athlete's academic coordinator aware of issues with academic performance, then select this alert.

**Supplemental Instruction (SI) \*\*Only for MATH 108P, MATH 109P, and MATH 110P:** Use this alert to refer a student to Supplemental Instruction.

**Do NOT select any other alert reason (e.g., Honors). Only select one of the four above.**

### Comments

1. List what you have done to help the student so far. **It is expected that you have tried to talk to the student about this issue prior to submitting the alert.**
2. Give a brief statement of the problem that an academic advisor or academic support staff member could use to initiate conversation with the student.

## What to Include and What to Omit in Comments

<b>Include</b>	<b>Omit</b>
Brief summary of student issue What efforts have been done so far (if any)	Diagnoses (e.g., student has depression) Your subjective judgments about the student, especially when they are negative
Anything to let academic advisors know Reports that will help the student	Messages to the student Specific personal concerns of the student (e.g. parents are divorcing, student is on medication). Instead, say “personal hardship”