



## Navigate Alerts and When to Raise Them

---

(As of May 18, 2020)

As a component of UMaine's first Early Alert system through the Navigate platform, select user roles have the ability to issue alerts on student profiles. In an attempt to increase communication, student success, and retention, advisors will be notified of alerts added to their students and will be expected to follow up with the student, when appropriate.

Alerts can be added in two ways: through a Progress Report, where an instructor can assess an entire class at one time, or through an Ad-Hoc Alert, where an alert is assigned to an individual student through their profile. In the initial phase of alert implementation, the following alert issues will be included in Navigate. Alert reasons will be assessed on a semester basis and reasons may be added or removed, according to need. Alerts are meant to be utilized when the issuer has already addressed the concern to the best of their ability and needs additional support.

- Attendance concerns
  - Raise when a student's grade may be impacted by their number of absences, for courses where attendance is mandatory
  - Must include number of absences
  - Included in Progress Reports and Ad-Hoc
  - Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Dispositional Concerns
  - Raise when a student displays unprofessional or inappropriate classroom behavior (eg. Phone usage, sleeping in class, language)
  - Included in Ad-Hoc alerts only
  - Email sent to Associate Dean
- Failure to login to required technology (eg. Brightspace, My Math Lab)
  - Raise when a student's grade may be impacted by their failure to login to required technology
  - Included in Progress Reports and Ad-Hoc
  - Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Failure to meet due dates
  - Raise when a student's grade may be impacted by missing work
  - Included in Progress Reports and Ad-Hoc

- Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Financial Aid referral
  - Raise when a student shares a concern about their ability to pay their tuition
  - Included in Ad-Hoc alerts only
  - Email sent to Office of Financial Aid
- Lack of participation / unprepared for class
  - Raise when a student's grade may be impacted by lack of participation in, or preparedness for, class
  - Included in Progress Reports and Ad-Hoc
  - Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Recommends academic support
  - Raise when you feel a student would benefit from additional academic support or resources
  - Included in Progress Reports and Ad-Hoc
  - Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Personal well-being
  - Raise when you are concerned about a student for struggles other than academics and finances
  - Must include appropriate additional information in the comments
  - **\*\*\*This alert should NOT be used in emergency cases. If a student is in crisis, 911 or 581-4040 should still be called; this alert also should not be used for Title IX cases, follow standard protocol**
  - Included in Ad-Hoc alerts only
  - Summary report pulled by Navigate Project Coordinator and forwarded to Associate Dean and/or Student Life, when appropriate
- Poor test or assignment grades
  - Raise when a student has received grades which put them at risk of not passing the course
  - Must include grade details
  - Included in Progress Reports and Ad-Hoc
  - Email sent to STUDENT and assigned advisors
  - Primary advisor should follow up by reaching out to student
- Other (please complete comments field)
  - Use this alert reason only when none of the other reasons are adequate
  - Must include details in the comments
  - Included in Progress Reports and Ad-Hoc
  - Email sent to assigned advisors
  - Primary advisor should follow up by reaching out to student or refer to Associate Dean, when appropriate