


Instructor Guide - Sending an Alert through EAB Navigate (9/20)

Instructors have the option to send an alert through EAB Navigate to students at-risk of not passing the course. The EAB Navigate Alert sends an email message directly to the student. An alert notification is sent to the student’s advisors and the alert is noted in the EAB Navigate student support system.

Accessing EAB Navigate to Send an Alert

To send an alert from your class roster in EAB Navigate, log into EAB Navigate through your MySLU portal.

1. Click on the EAB Navigate icon 
2. 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, you are on the correct homepage. The Professor Home page is where most faculty users arrive when opening or logging in to Navigate.

Professor Home

Under Professor Home you will see a list of your assigned courses. Scroll down the page to see a table with the heading *Students in My Classes*.

To send an alert from your list of students, check the box next to the student’s name and then select “Issue Alert” from the Actions drop-down menu. *Please note* – you can only send an alert for one student at a time. (See screenshots below)



The screenshot shows the 'Students In My Classes' interface. On the left is a table with columns for INDEX, STUDENT NAME, CATEGORY, and COURSE(S). On the right is an 'Actions' dropdown menu with options: Send Message, Issue Alert (highlighted with a red arrow), Charity, Tag, Note, and Mass Print. The table data is as follows:

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
1	Aaberg, Quincy		3DS-3100-1, 3DS-3100-1
2	Aaby, Hartley		3DS-3100-1
3	Aavang, Marnie	Gymnastics, Rock Climbing Club	3DS-3150-003, 3DS-3150-003
4	Bayliff, Earl	Baseball, Rock Climbing Club	3DS-3100-1
5	Justak, Tiffanie	Swimming, Ultimate Frisbee	3DS-3050-003

Alert Reasons

Select only one alert reason, even if multiple reasons apply. Chose the alert reason of greatest concern. You may include additional information in the comments.

Student is at risk of failing or needs assistance because of...(select one)

- Never attended class / Never logged-in to on-line class
- Excessive absences / Missed classes
- Failure to participate in class activities / Lack of online engagement
- Missing assignment(s)
- Late or incomplete assignments
- Poor performance on exams or other forms of evaluation
- Virtual technology challenges
- No response to instructor outreach

Alert Comments

You may include comments or information in the *Additional Comments* section if there are several issues of concern or if you have recommendations. Only staff or faculty with proper permissions will be able to view the alert and its comments. There is no character limit to the Additional Comment field. Comments are attached to the student’s record but are not visible to the student. When adding comments, be sure to

1. indicate what you have done to assist or reach out to the student prior to the alert. It is expected that you have tried to communicate with the student about this issue prior to submitting the alert.
2. provide a summary statement of the problem or recommendation that an academic advisor or academic support staff member could use to initiate conversation with the student.
3. do not include specific personal or sensitive information in comments.

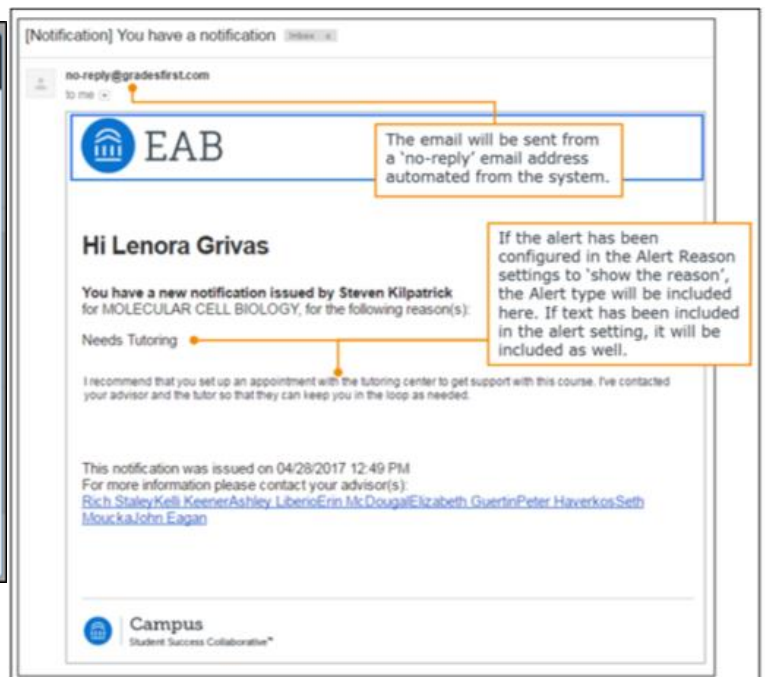
Indicate the course associated with the Alert issued – Select specific course for the Alert.

Sending the Alert

To send the alert click “submit.” A message is sent to the student. The message will include:

- instructor name
- course name
- alert reason and instructions to contact the instructor(s) and other support staff.

Note: An alert notification also is sent to the student’s assigned advisors and faculty mentors. The alert is noted in the EAB Navigate student support system to help monitor student outreach and intervention activities. The *Issued Alerts* section on the Professor Home page allows faculty to see alerts they have issued in Navigate, including links to any associated Progress Reports or Cases.



EAB Navigate Question/Feedback

If you have any problems, questions or want to share a comment or suggestion regarding EAB Navigate, go to: [Navigate Feedback](#).