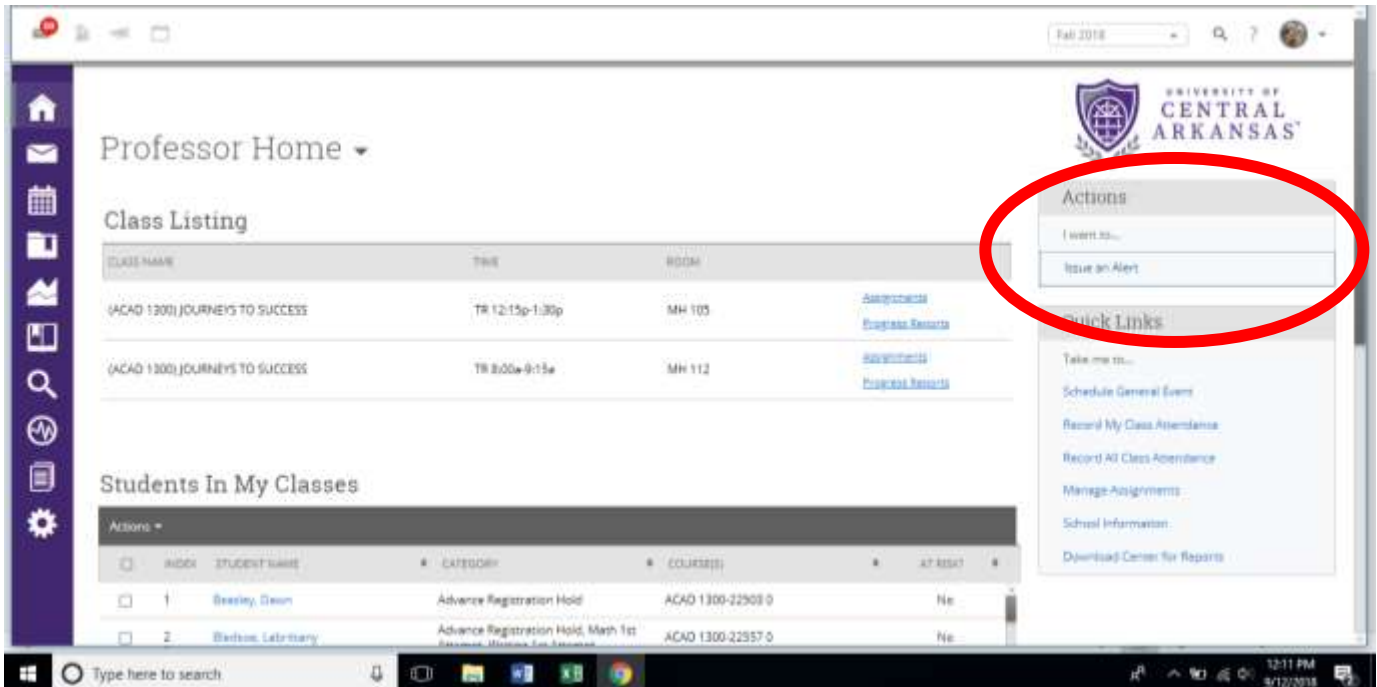


# How to Issue an Alert

In Navigate, users with appropriate permissions have the ability to issue an alert on a student at any time. Alerts are a way to draw attention to a student who may potentially be at-risk to leave your institution. To issue an alert, click the **Issue Alert** button.



The system will then display the Issue Alert dialog.

**Issue Alert** [X]

Student: Bryan Battle [X]

Please select the reason you believe this student needs assistance: Course is beyond student's ability [X]

Is this alert associated with a specific class?: MKT3210-2 Intro to Marketing [v]

Additional Comments

After speaking with Bryan's Marketing professor, we have decided this course is beyond Bryan's skill level. We may need to backtrack and re-think our plan.

Submit Cancel

**Student.** Type in the name or student ID to search for and select the student you wish to issue the alert for.

**Alert Reason.** Select the Alert Reason that best describes the reason you issued this alert

**Associated with a Class?** If the alert is associated with a specific course, you can select it here. Otherwise, leave this blank.

**Additional Comments.** This is where you should write, in detail, the reasoning behind this alert. It is important to be as specific and detailed as possible with your commentary.

*When an Alert is issued for certain Alert Reasons, a case may be automatically created. These cases can then be followed and managed on the Cases page.*