Cheat Sheet for Navigate

1. If you want to raise an ad-hoc *APR* for a student, follow these steps in Navigate: (1) From Professor Home, choose "Progress Reports" next to your desired class; (2) Check the box next to the student's name; (3) Click on the "Actions" dropdown menu; and (4) Choose "Create a New Progress Report." Please look at your course roster in myGoucher and **do not raise APRs for students that have withdrawn** from your class. They still appear in your rosters because a W is still considered a grade.

2. If you want to inform the associate provost or an advisor about something privately, issue *a General Academic Concern (Comments not viewable by students)*. From the HOME page or Student page, look to the panels on the right and select "Issue an Alert" link.

3. If you are worried about a student's well-being (the student seems depressed, unengaged, has experienced a loss, is sick, etc.), raise a *Wellness alert*. From the student page, scroll down to the LINKS panel on the right (it's right on top of the student's picture) and click the "Wellness Alert" link.

4. If a student needs financial support, please refer them to the **Janet Cane Fisher fund**: https://www.goucher.edu/experience/living-well/student-support-and-outreach/resources-for-students/janet-cane-fisher-fund

5. If a student has shared with you that they want to leave Goucher, issue a **Retention Risk alert**. From the HOME page or Student page, look to the panels on the right and select "Issue an Alert" link.

6. Raise a **Campus Engagement concern alert,** if a student has shared with you that they feel disconnected from their peers at Goucher.

7. Raise a **Technology Challenge alert**, if you notice that a student in your class is having difficulty with their technology.

8. Raise a **Library Research Concern alert**, if you notice that a student in your class could use some additional help with research and utilizing the library.

9. **You may want to ask permission and/or inform students when raising any of the above-mentioned alerts as they will trigger outreach from the appropriate office.**

10. Please, do not raise either *a Care Team Alert* or a *Student Support and Outreach Alert*. These alerts are reserved for members of the Care Team and/or Student Support and Outreach.