# NAVIGATE CHEAT SHEET FOR FACULTY: ALERTS AND APRS

## RAISE AN ALERT

<table>
<thead>
<tr>
<th>TYPE OF ALERT/WHEN TO USE:</th>
<th>STEPS TO TAKE:</th>
</tr>
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</table>
| WELLNESS ALERT **To report a health/wellness issue** | 1. Search for specific student using icon.  
2. From the student page, find the LINKS panel on the right and click the "Wellness Alert" link. |
| ISSUE AN ALERT **To raise an academic or retention concern for a student outside of a course you are teaching, such as an advisee** | 1. From HOME page or Student page, look to the panels on the right and select “Issue an Alert” link.  
2. Complete the alert form. Do not select SSI or SSO alerts.  
3. Submit. |

**NOTE:** Alerts are not visible to students.

## SUBMIT ACADEMIC PROGRESS REPORTS [APR]

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<th>STEPS TO TAKE:</th>
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| SCHEDULED APR **Scheduled during 5th and 9th weeks of the semester to provide routine academic feedback for students attending your course(s)** | When APRs are scheduled...  
Option 1: Follow the direct link sent in the APR announcement email announcement.  
Option 2:  
1. From the Navigate Home page, click the down-arrow next to “Staff Home” to switch to the “Professor Home” view.  
2. A banner will appear at the top of the screen with a button to Fill Out Progress Reports. |
| AD-HOC APR **To record an academic concern or commendation for a student attending a course you are teaching outside of the normal APR schedule above** | 1. From the Navigate Home page, click the down-arrow next to “Staff Home” to switch to the “Professor Home” view  
2. From the Class Listing panel, select the “Progress Reports” option next to the desired course.  
3. Place a checkbox next to the specific student’s name.  
4. Click on the down arrow by “Actions” above the list of students, and then click “Create A New Progress Report”.  
5. (Skip this step if entering positive feedback.) Click “yes” at the top of the alert form, and then click inside the Alert Reasons box. Select from a list of reportable alerts. You can repeat this step as needed to add multiple alert reasons.  
6. Fill in the remaining fields and submit. |

**Note:** Students only receive an APR notification if a concern was raised. No concern = no alert sent. Tell students to login to the Navigate website (not the mobile app) to view all APR comments including concerns and kudos.