

**Quick Guide for Navigate Alerts  
Effective August, 2021**

**ACADEMIC PROGRESS ALERTS**

1. The only alerts that are visible to students are Academic Progress Alerts (APRs)- When an APR is submitted, students receive an email notifying them that an APR has been submitted, and refers them to review the details of the APR on the Navigate app or desktop site.
2. There are now two types of Academic Progress Alerts- Progress Report of Concern and Positive Progress Report. Both types of alerts will result in an email to the student and a prompt for them to review the comments submitted with the report.
3. **Academic Progress Reports** are submitted during the 5<sup>th</sup> and 9<sup>th</sup> weeks of the semester, and you will receive an announcement regarding the launch of these APRs through a Progress Report Campaign. Additionally, you may issue ad-hoc APRs for students outside of the campaigns in weeks 5 and 9.
4. 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 class
  - (2) Check the box next to the student’s name
  - (3) Click on the “Actions” dropdown menu
  - (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 Please look at your course roster in myGoucher and **do not raise APRs for students that have withdrawn** from your class.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 may still appear in your rosters because a W is still considered a grade.

**GENERAL STUDENT ALERTS**

5. If a student indicates they are struggling with social engagement at Goucher, issue a **“REFERRAL: Advisor for Academic Support”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by a student’s **Success Advisor or Faculty Advisor** and comments are not visible by students.
6. If you want to inform the Associate Provost about a serious academic concern within your course, issue a **“REFERRAL: Associate Provost for Undergraduate Studies”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by the **Associate Provost for Undergraduate Studies** and comments are not visible by students.
7. If a student indicates they are struggling with social engagement at Goucher, issue a **“REFERRAL: Community Based Learning”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by **Community Based Learning** and comments are not visible by students. This alert will result in an email to the student and a prompt for them to schedule a meeting with CBL.

8. If a student indicates they are struggling with social engagement at Goucher, issue a **“REFERRAL: IT for Technology Assistance”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by the **Director of Technology Support** and comments are not visible by students.

9. If a student indicates they are struggling with social engagement at Goucher, issue a **“REFERRAL: Office of Student Engagement”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by the **Office of Student Engagement** and comments are not visible by students.

10. If a student has shared with you that they want to leave Goucher, issue a **“REFERRAL: Retention Risk”**

-From the HOME page or Student page, look to the panels on the right side of the page and select “Issue an Alert” link.

This alert is managed by the **Office of Retention and Student Success** and comments are not visible by students.

11. If you are worried about a student’s health and well-being (the student seems depressed, unengaged, has experienced a loss, is sick, etc.), issue a **“Wellness Alert”**

-This alert is an external link and through the external link as follows: 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.

This alert is managed by the **Dean of Students** and comments are not visible by students.

11. **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.**

#### **INTERNAL ALERTS FOR OFFICE MAINTENANCE**

12. Do not raise any alerts that are marked “INTERNAL”, as these are used by offices and teams to manage student needs and for tracking purposes. This includes the following INTERNAL alerts-
  - a. INTERNAL: Care Team Case
  - b. INTERNAL: Not Registered
  - c. INTERNAL: Student Support and Outreach Case
  - d. INTERNAL: Success Team Alert