Issuing a Student Alert in Gillings Navigate

**UNC | GILLINGS SCHOOL OF GLOBAL PUBLIC HEALTH**

Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as academic or participation concerns. Issuing an alert can draw attention to these students, create a virtual referral, and prompt action from their assigned Gillings Academic Coordinator. You can issue an ad hoc Alert on a student at any time throughout the platform, including your professor homepage, Advanced Search, or a student's profile page.

Actions

I want to...
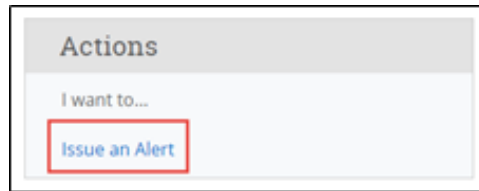
Issue an Alert

To issue an Ad hoc Alert from your Professor Home: Select Issue an Alert from the Actions pane. A dialog then prompts you to search for the student you want to issue the alert for. Selecting **Issue an Alert** opens the Alerts dialog. Text boxes in the dialog are in the list that follows the screenshot. Select at least one reason for issuing this alert. When you select an Alert Reason when issuing an ad-hoc Alert, details and the actions that will take place are shown. If you select more than one Alert Reason, each reason's details will show beneath Additional Comments.

- **Alert Reasons:** Excessive absences, Low grades on assignments/exams, Missing assignments, At-risk of failing course, and Tutoring needed (SPHG 711, SPHG 712, EPID 600, and/or BIOS 600)
- **Association with Specific Course:** Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.
- **Additional Comments:** Enter comments in this box. The student's assigned Gillings Academic Coordinator (AC) can view the alert and its comments (please provide enough relevant details for the AC).
- **Important:** Any information you enter into Navigate pertaining to a student becomes part of their official student record. It may be subpoenaed by the student as outlined in the Family Education Rights and Privacy Act (FERPA).

ISSUE AN ALERT

Student   Terrence Abernathy

Please select a reason for this alert

Select at least one

Is this alert associated with a specific class?   Optional

Additional Comments

Please enter a comment.

Cancel   Submit

ISSUE ALERT

Student   Brooklyn Abbott

Please select a reason   × Failed Exam

Is this associated with a specific class?   Optional

Additional Comments

Please enter a comment.

Below you will find the details for each Alert Reason chosen and what action(s) will be taken.

Failed Exam:

- An email will be sent to the user to which the Case is assigned
- An email with case details will be sent to the assigned case owner
- An email to the Alert issuer will be sent when case is closed
- A case will be opened

Cancel   Submit

To issue an Alert via Progress Reports: Faculty can also submit academic updates through Progress Reports. Think of this reporting feature as a mid-term grade reports. To submit a progress report, faculty members should navigate to their Professor Home. On the home page, the platform lists all courses in which the faculty member is currently teaching. To submit adhoc progress reports on students enrolled in those courses, click **"P**rogress Reports**"** on the right. Select one or more students from your class roster and select **"Create a New Progress Report"** from the Actions drop down menu. **Note:** by selecting more than one student, you can create reports more efficiently. For example, if a group of students are all making the same progress for the same reason, you can check all of their names and submit a single report. Hit Submit and a progress report will be saved for those students. Issued alerts show on the Professor Home in the My Issued Alerts section. This allows faculty to see alerts they have issued in Navigate, including links to any associated Progress Reports.