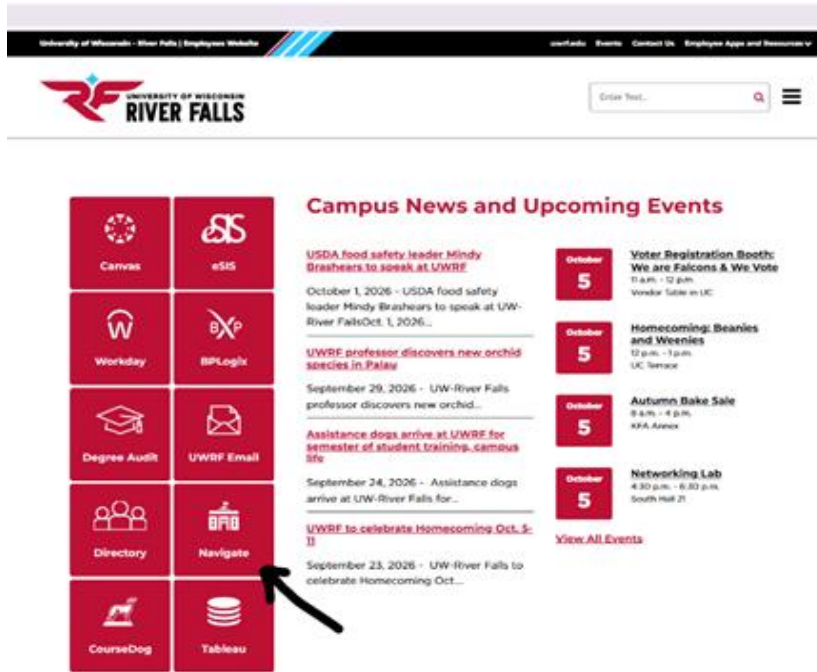


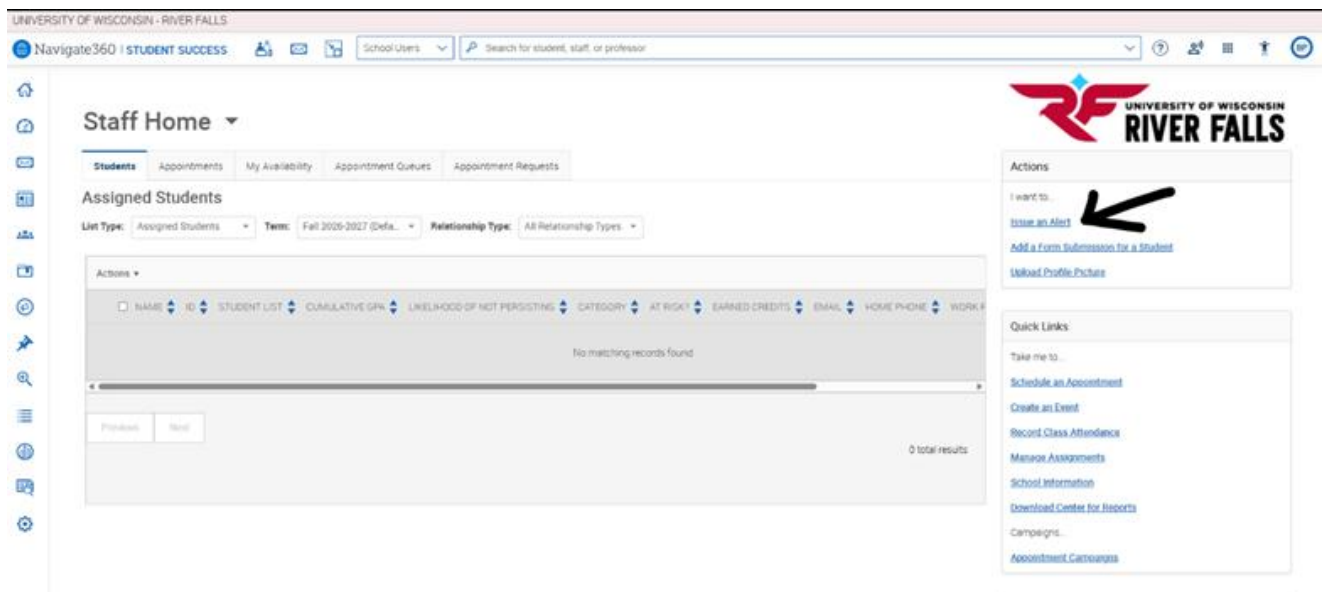
How to Submit an Ad Hoc Alert in Navigate360

Log into Navigate360 at any time from the UWRF employee page and select the Navigate tile. Your log in is your UWRF credentials.



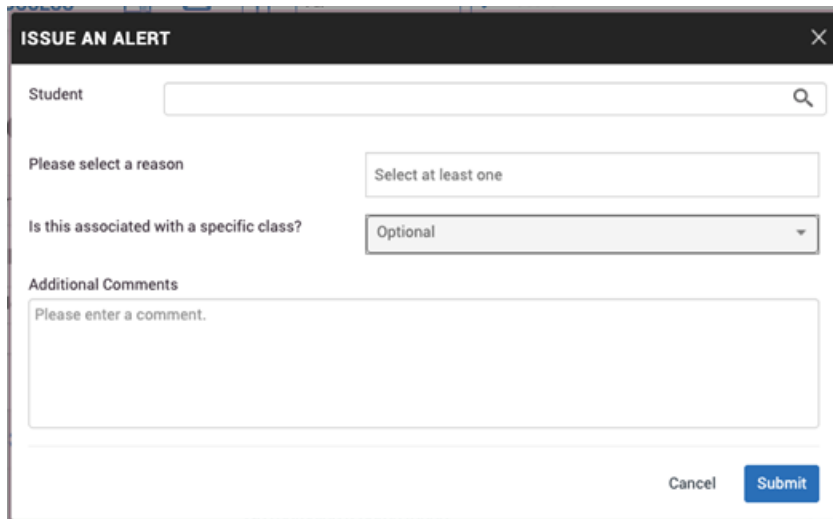
Initial page after log-in:

You can always select **Issue an Alert** from your Navigate Staff page, Professor page, or on an individual student profile page to request additional support from the Student Success Center, Dean of Students, or their assigned Adviser. The Issue an Alert button is almost always available on the right in the **Actions** column.



This window pops up:

It's helpful if we know which class the alert is coming from, so we can be more specific when offering resources. If you have multiple concerns about a student's academics, please choose "Support for more than one concern needed." If you wish, you can add a brief comment that identifies the concerns i.e. tutoring, low grades, engagement, etc. though it is not necessary.

A screenshot of a web form titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The form contains the following fields: a "Student" search bar with a magnifying glass icon; a "Please select a reason" section with a dropdown menu showing "Select at least one"; a section "Is this associated with a specific class?" with a dropdown menu showing "Optional"; and an "Additional Comments" section with a text area labeled "Please enter a comment.". At the bottom right are "Cancel" and "Submit" buttons.

Once you submit the alert, Student Success, the Dean of Students, or the Adviser will reach out to the student. As the issuer of the alert, you will receive an email to confirm we either connected with or didn't hear back from the student. We do have folks in a variety of roles across campus who informally encourage them to engage with us, and we assume you also encourage them to pursue the resources we have readily available to assist them.

Our campus Navigate360 data shows there's a **significant academic advantage** for success with students who respond to our outreach vs. those who don't.

Please reach out if you have any additional questions regarding submitting an ad hoc alert or Navigate360 to our Navigate360 Manager becky.pribnow@uwrf.edu.