

Instructor Guide – Submitting Alerts through EAB Navigate (9-22)

Instructors have the option to send an alert through EAB Navigate to students having an academic concern. The EAB Navigate Alert sends an email message directly to the student. An alert notification is also sent to the student’s advisors and the alert is noted in the EAB Navigate student support system.

Accessing EAB Navigate to Send an Alert

To send an alert from your class roster in EAB Navigate, log into EAB Navigate through your MySLU portal.

1. Click on the EAB Navigate icon through your mySLU
2. If you see Professor Home when you log in, you are on the correct homepage. If you see Staff Home at the top left, click the triangle next to it to switch to Professor Home.
3. Under Professor Home you will see a list of your assigned courses. Scroll down the page to see a table with the heading Students in My Classes.
4. To send an alert from your list of students, check the box next to the student’s name and then select “Issue Alert” from the Actions drop-down menu. Please note – you can only send an alert for one student at a time. (See screenshots below)



Students In My Classes				
Actions ▾	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	Aaberg, Quincy		3DS-3100-1, 3DS-3100-1
<input checked="" type="checkbox"/>	2	Aaby, Hartley		3DS-3100-1
<input type="checkbox"/>	3	Aavang, Marnie	Gymnastics, Rock Climbing Club	3DS-3150-003, 3DS-3150-003
<input type="checkbox"/>	4	Bayliff, Earl	Baseball, Rock Climbing Club	3DS-3100-1
<input type="checkbox"/>	5	Justak, Tiffanie	Swimming, Ultimate Frisbee	3DS-3050-003

Students In My Classes	
Actions ▾	STUDENT NAME
Send Message	Aaberg, Quincy
Issue Alert	Aaby, Hartley
Charity	Aavang, Marnie
Tag	Bayliff, Earl
Note	Justak, Tiffanie
Mass Print	

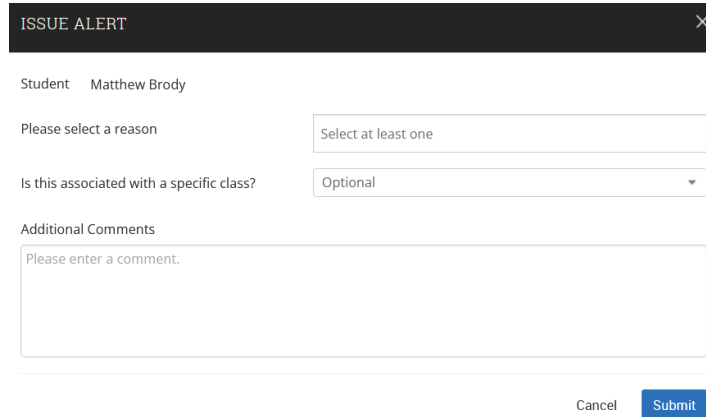
Alert Reasons

Select the academic concerns that apply. You may include additional information in the comments (these are not visible to the student, only the assigned advisors and faculty mentors). Students with an academic concern needs assistance because of...

- Never attended class / Never logged-in to on-line class
- Excessive absences / Missed classes
- Failure to participate in class activities / Lack of online engagement
- Missing assignment(s)
- Late or incomplete assignments
- Poor performance on exams or other forms of evaluation
- Virtual technology challenges
- No response to instructor outreach

Alert Comments

You may include comments or information in the Additional Comments section if there are several issues of concern or if you have recommendations. Only staff or faculty with proper permissions will be able to view the alert and its comments. There is no character limit to the Additional Comment field.



ISSUE ALERT

Student Matthew Brody

Please select a reason

Is this associated with a specific class?

Additional Comments

Cancel

Comments are attached to the student’s record but are not visible to the student. When adding comments, be sure to

1. indicate what you have done to assist or reach out to the student prior to the alert. It is expected that you have tried to communicate with the student about this issue prior to submitting the alert
2. provide a summary statement of the problem or recommendation that an academic advisor or academic support staff member could use to initiate conversation with the student
3. do not include specific personal or sensitive information in comments.
Indicate the course associated with the Alert issued – Select specific course for the Alert.

Sending the Alert

To send the alert click “submit.” A message is sent to the student. The message will include:

- instructor name
- course name
- alert reason and instructions to contact the instructor(s) and other support staff.

Note: An alert notification is also sent to the student’s assigned advisors and faculty mentors. The alert is noted in the EAB Navigate student support system to help monitor student outreach and intervention activities. The Issued Alerts section on the Professor Home page allows faculty to see alerts they have issued in Navigate.



EAB Navigate Question/Feedback

If you have any problems, questions or want to share a comment or suggestion regarding EAB Navigate, go to: [Navigate Feedback](#).