

Alerts

Instructors-Creating and Viewing Alerts (outreach) in Nanook Navigator

Why issue an alert?

Alerts provide **staff** and **faculty** with the ability to draw attention to students or prompt a referral with another department using the platform. Alerts are completed as necessary year-round.

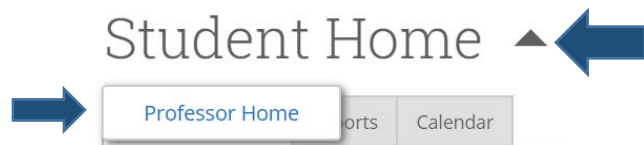
Who does the alert go to?

Alerts are sent to the specific staff or departments (see [progress report guide](#) for more information).

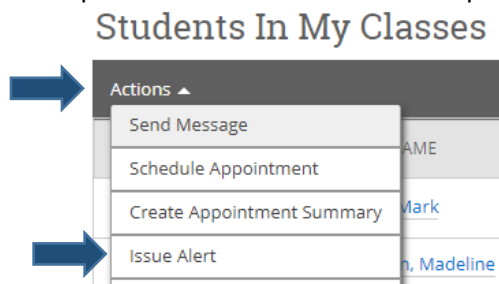
[Demonstration video on how to issue an alert.](#)

Issuing an Alert from Professor Home Page

1. Log into Nanook Navigator: <https://uaf.campus.eab.com/>.
2. Change your role from Staff or Student to Professor by clicking on the dropdown next to “Staff Home” or “Student Home” and then select Professor.



3. Check the box next to the student/students' names and select “Issue Alert” from the Actions drop-down menu. *Can select multiple students on 3/30/20.



Issuing an Alert from Professor Home Page, continued

2. Selecting “Issue an Alert” will open the alerts dialogue box.

3. **Alert Reason:** Select at least one reason for issuing this alert. Each Alert Reason chosen may open a case for the student. [See progress report guide for more information on alert reasons.](#)
4. **Association with Specific Course:** Choose the associated course the concern/feedback is related to.
5. **Additional Comments:** Enter all comments related to this alert. Only the assigned advisors see the comments. Please provide your outreach methods in the comment section (*i.e. I have reached out to the student in person and over email several times with little to no response.*). Then other background information to assist advisors in their outreach.

Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).

Alerts

Instructors Viewing Alerts & Cases

How do I view my issued alerts?

1. Issued alerts show on the Professor Home in the My Issued Alerts section (bottom of professor home page). This allows instructors to see alerts they have issued, including links to any associated Progress Reports.

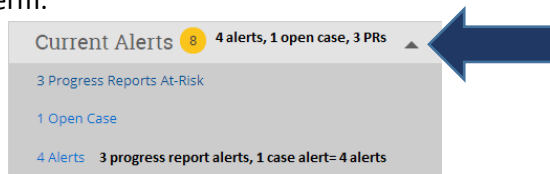
My Issued Alerts

| ISSUE DATE | STUDENT | ALERT REASONS | CASES | PROGRESS REPORT |
|------------|---------|-----------------------------------|--------------|--------------------------------------|
| 10/02/2019 | | Failure to Turn in Coursework | 0 Open Cases | View Progress Report |
| 10/02/2019 | | Failure to Turn in Coursework | 0 Open Cases | View Progress Report |
| 10/02/2019 | | Failure to Turn in Coursework | 0 Open Cases | View Progress Report |
| 09/26/2019 | | Observation of Student Struggling | 0 Open Cases | No Progress Report |

2. Instructors can click the case and see a window that explains which alert reasons opened the case, the status of each case, and the [case outcome](#) if the case has been closed.
3. If the alert is linked to a Progress Report, the Instructor will be able to click and open the progress report to view details as well.
4. To access the student's profile, you can click on the student's name or use the quick search in the top right of the Professor or Staff Home page.

How to view alerts on the student profile

1. Navigate to that student's profile. On the right side of the profile, the total number of staff alerts for that student is listed at the top right. This count includes all Alerts, Cases, and Progress Reports issued for the student based on the current term.



Current Alerts 8 4 alerts, 1 open case, 3 PRs

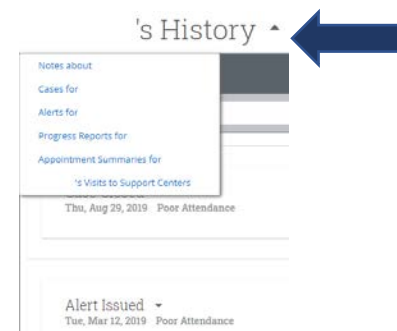
3 Progress Reports At-Risk

1 Open Case

4 Alerts 3 progress report alerts, 1 case alert= 4 alerts

2. To view additional information about the issued alerts, either click directly on the "8 Alerts" hyperlink from the total count or navigate to the "History" tab (top of the student profile) and then scroll down to the student's history drop down.

How to view alerts on the student profile, continued



's History

- Notes about
- Cases for
- Alerts for
- Progress Reports for
- Appointment Summaries for
- Visits to Support Centers

Thu, Aug 29, 2019 Poor Attendance

Alert Issued

Tue, Mar 12, 2019 Poor Attendance

Alert With an Open Case:

| COMMENTS | CASES | PROGRESS REPORT |
|---|-------------|--------------------|
| Student has been consistently sleeping in class, late on several assignments, struggling to get work in, and not responsive to email. | 1 Open Case | No Progress Report |

Alerts section includes:

- **Alert Reasons:** All reasons associated with this alert.
- **Issued On:** Date alert was issued.
- **Issued By:** Who issued the alert.
- **Comments:** Any comments originally entered when the alert was issued.
- **Issuing Evaluation:** If the alert was issued through a [Progress Report](#), then additional information will be available here, including the course, if the student is at risk to fail the course, absences, current grade, and professor comments.

Progress Report Case:

| COMMENT | AT RISK? | ALERT REASONS | DETAILS |
|--------------------------------|----------|---|---|
| From information in Blackbo... | Yes | Observation of Student Struggling, Poor Performance on Test/Quizzes/Assignments | View Report 10/04/2019 |