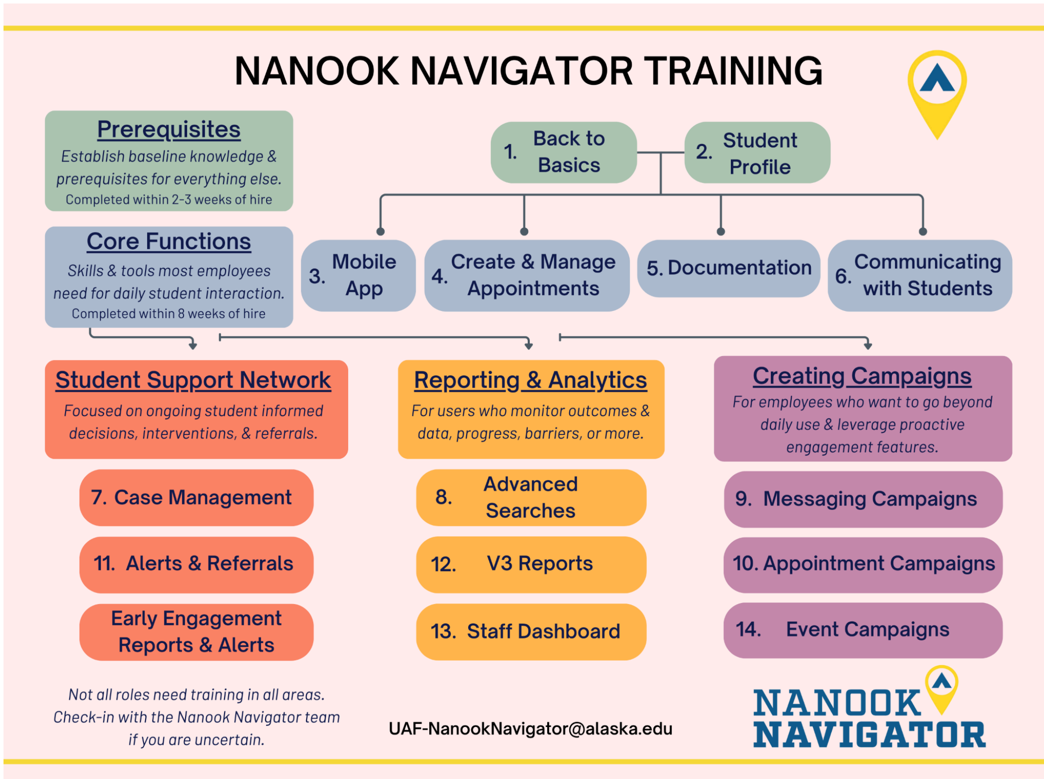
Nanook Navigator: Training Outline & Details



- Training Sign Up Form
- Training by Role

- 1. Back to Basics
- 2. Student Profile
- 3. Mobile App
- 4. Creating & Managing Appointments
- 5. Documentation
- 6. Communicating with Students
- 7. Case Management
- 8. Advanced Searches
- 9. Creating Messaging Campaigns
- 10. Creating Appointment Campaigns
- 11. Alerts & Referrals
- 12. Reports
- 13. Staff Dashboard
- 14. Creating Event Campaigns
- Early Engagement Reports & Alerts (Instructors or staff assisting instructors)

Note: Trainings are listed in the recommended order to ensure foundational skills are covered before attending the next training.

Training by Role

Role	Training Sessions for the Role
Advisor	All training, except early engagement reports
Academic/ Care Unit Leader	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Documentation -Case Management -V3 Reports -Staff Dashboard
Career Advisor	All training, except early engagement reports
Data Specialist	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Advanced Searches -V3 Reports -Staff Dashboard
Emergency Personnel (UPD)	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Communicating with Students
Financial Aid Counselor	All training, except early engagement reports
Front Desk/Case Manager	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Creating & Managing Appointments -Communicating with Students -Case Management -Advanced Searches -V3 Reports -Staff Dashboard - Appointment Center (On-Demand) -Case Administrator (On-Demand)
Outreach Coordinator	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Communicating with Students -Advanced Searches -V3 Reports

Professor	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students -Early Engagement Reports & Alerts
Registrar's Office Staff	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Documentation -Communicating with Students -Alerts and Referrals
Resident Director	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students -Advanced Searches -Alerts and Referrals -V3 Reports -Staff Dashboard
SSS/RSS Peer Tutor	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students
Student Athlete Advisor	All training, except early engagement reports
Student Engagement Staff	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students -Case Management -Alerts and Referrals

Student Engagement Student Employee	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students --Case Management -Alerts and Referrals
Tutor Admin	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students -Alerts and Referrals -V3 Reports -Staff Dashboard
Tutor/Academic Coach/ Grader	-Back to Basics (Prereq. to all other trainings) -Student Profile (Prereq. to all other trainings) -Mobile App -Creating & Managing Appointments -Documentation -Communicating with Students -Case Management -Alerts and Referrals -Staff Dashboard

1. Back to Basics

Description: Learn how to log into your Nanook Navigator profile, switch roles, assign your default role, update user settings, view assigned students, search for students, review different features by role, and create a student list. ***Prerequisite for all other training sessions.***

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
-	Olivia Ryan	All Nanook Navigator users	1 hour, hosted every other week	Prerequisites

Features Included:

- Introduction to Nanook Navigator & resources
- Logging in
- How to switch roles
- User Settings
- Getting Started & Navigating Tools
- Help Center
- Appointment Notifications
- View Assigned Students
- Quick Search for Student Profiles
- Build a Student List
- Feature Tour

Workshop Included:

- Update user settings
- Access different features
- Search for a student profile
- Build your own student list
- Build a student list for an appointment campaign, messaging campaign, event campaign, advanced searches, reports, and more.

Resources:

- Getting Started
- How to access the help center and help center articles
- Create a student list

2. Student Profile

Description: Learn how to view different features and important information on the student profile, such as the overview, history, faculty & staff documentation, courses, and more tabs. The Student Profile shows key details about a student. ***Prerequisite for all training sessions after completing Back to Basics.***

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
Back to Basics	Olivia Ryan	All Nanook Navigator users	1 hour, hosted twice per month	Prerequisites

Features Included:
- Search for the Student Profile
- User Settings
- Overview tab
- AI Student Profile Agent
- Success Progress tab
- History tab & subpages
- Courses tab
- Contacting instructors and staff
- Checklist tab
- Journeys tab
- Staff Only Journeys
- Calendar tab
- Appointments tab
- Conversations tab
- Advanced Search- Polls (onboarding questions)

Workshop Included:
- Walking through an assigned or provided student profile
- Walking through important student information
- Try out the new AI Student Profile Agent

Resources:
- Getting Started
- How to access the help center and help center articles
- Student Profile
- AI Student Profile Agent Prompt Ideas & Scenarios
- Texting Resources
- Advanced Search
- Student Intake Survey- Alerts Guide

- Category Key
- Student Mobile App

3. Mobile App

Description: Teaching advisors and support staff how to help students download and access features on the Nanook Navigator Mobile App. Exploring the app from a student perspective, explaining holds, student hand raises, checklists/to-dos, appointments, notes, resources, and more. Mobile App: Help ease students' transition to college and keep them on track with tools like a customized timeline of key deadlines, self-service features like Hand Raise and appointment scheduling, visibility into their class schedule and assigned staff, and feedback mechanisms where students can respond to surveys and share how they are adjusting to college.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Olivia Ryan	Faculty & Staff Advisors, Staff, Athletic Coaches, Professors/Instructors, Student Support Staff, Student Employees, Peer Mentors, Peer Advisors, Tutors, Orientation Leaders & Department Account Staff	1 hour, hosted every other month	Core Functions

Features Included:

- Downloading & logging in
- Intake Survey
- App Tour
- Updating account information
- Appointment Campaign invite
- Appointment Scheduling
- Student Hand Raise
- Holds
- Checklist
- Calendar
- Resources
- Class Schedule
- Forage
- Notifications

Resources:

- Student Resources
- Student Quick Guide
- Student Intake Survey- Alerts Guide

4. Creating & Managing Appointments

Description: Learn how to set your appointment availability, sync your calendar, create individual appointments, and edit & cancel appointments. Appointment Center (front-desk staff) training upon request, in the training sign-up notes. Instructors can create appointment availability for office hours.
Prerequisite for: *Creating and Managing Appointment Campaigns.*

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Faculty & Staff Advisors, Student Support Staff, Athletic Coaches, Front Desk Staff, Professor/Instructor, Tutors, Peer Mentors, Orientation Leaders, & Student Employees with Appointments	1.5 hours, hosted once per month	Core Functions

Features Included:

- User Settings- Default Appointment Page
- Build Appointment Availability
- Set up Drop-in Availability
- Detailed special instructions for students
- Best Practices for Appointment Availability
- Scheduling Target Hours
- Appointment Link/PAL
- Calendar Sync & Busy Blocks
- Manually Schedule an Appointment
- Appointment notifications & reminders
- Manage & cancel Scheduled Appointments
- Viewing pre & post-appointment feedback surveys
- Message students who have scheduled appointments
- Efficiently accessing current & upcoming Appointments
- Manage drop-in appointments (in-person, phone call, email)
- Set up Appointment Queues
- Appointment Summary/Report on Appointment (High Level)
- Documenting Attendance or No Show
- Quick student scheduling process through the Mobile App
- Appointment Center for scheduling students with other staff (if requested)

Workshop Included:

- Build your own appointment availability
- Sync your calendar
- Manage an appointment

Resources:

- Set Availability & Calendar Sync resources
- Schedule an Appointment resources
- Managing drop-in appointment resources
- Create an appointment summary resources
- Create an appointment campaign resources
- Report: Appointment Summaries resources
- Appointment Center resources
- Tutor Resources
- Student mobile app resources
- Zoom (Video Conference) at UA resources
- Appointment feedback and pre-appointment responses resources

5. Documentation

Description: Learn how to create appointment summaries and notes that will be saved in the student's history. Also, learn how to create student and staff to-dos. Appointment Summaries let you document information about a specific student appointment (drop-in, scheduled, email, phone call, etc.). Notes can be used to record information related to a student profile, and are not tied to specific appointments. To-Dos prompt a future action regarding a particular student. To-Dos can be used to track next steps or follow up on information shared by the student. If your institution has Navigate360 Student, these To-Dos can appear in the Student app.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Faculty & Staff Advisors, Athletic Coaches, Front Desk Staff, Professor/Instructor, Tutors, Peer Mentors, Orientation Leaders, Student Employees with Appointments & Administrators	1 hour, hosted once per month	Core Functions

Features Included:

- Creating & editing Appointment Summaries
- Linking an Appointment Summary to an Appointment Campaign
- Appointment actions in Dashboard
- Document drop-in appointments
- Creating and reviewing Notes
- To-dos for Self & Student
- History (Quick Review)
- AI Student Profile Agent to access and create documentation
- Alerts & Referrals (Quick Review)
- Checklist Tab
- Journeys Tab
- Staff Only Journeys

Resources:

- Nanook Navigator Electronic Documentation Best Practices
- Managing drop-in appointment resources
- Create an appointment summary resources
- Appointment Campaign resources
- Creating Notes
- Student Profile
- AI Student Profile Agent Prompt Ideas & Scenarios
- Creating To-Dos

- Student mobile app resources

6. Communicating with Students

Description: Learn how to e-mail, text, set up a content template, enhance messages with AI, add notes to their mobile app, and create to-dos to communicate with your students through Nanook Navigator.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Any users utilizing messaging features, Instructors/ Professors, Graders, TAs, Faculty & Staff Advisors, Student Employees, Front Desk Staff, Tutors, Outreach Coordinators, Athletic Coaches, Student Support Staff	1.5 hours, hosted once every other month	Core Functions

Features Included:

- User Settings- Signature
- Content Templates
- AI Content Generation & Message Enhancement
- Texting Policy
- AI Student Profile Agent
- Emailing students
- Texting students
- Emailing student instructors
- Merge Tags
- Messaging students through the actions menu
- Notes
- To-dos
- Quick reminder of Case Management messages
- Conversations (Replying to texts)
- Professor Communications

Workshop Included:

- Drafting a content template for at least one email and one text message
    - Template Ideas: student running late for an appointment, cases outreach, campaigns, registration, semester welcome, newly admitted students, first-year student hand off
- Testing out the new AI Student Profile Agent for drafting communications
- Texting & emailing the trainer in real time

Resources:

- User settings guide
- Content Template resource
- Text Message students resources

- AI Student Profile Agent Prompt Ideas & Scenarios
- E-mail students, advisors or instructors resources
- Template communications for outreach
- Creating Notes
- Creating To-Dos
- Student mobile app resources

7. Case Management

Description: Learn how to view and manage cases in Nanook Navigator. Learn tips & tricks for efficient case management. Cases are formal documentation and management of actions taken from an alert to create a triage intervention and support system.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile Recommended Prerequisites • Communicating with Students • Core Functions Sessions	Isaac Parker	Faculty & Staff Advisors, Referral Case Managers, Support Staff (Managing Cases), Academic Coaches, Orientation Leaders, Student Support Staff	1 hour, hosted once every other month	Student Support Network

Features Included:
- Defining alerts & cases
- Walking through the intervention pathways
- Content Templates
- Accessing cases for alerts & hand raises
- Case management best practices
- Case management screen filters & sorting
- Review student history
- Review case details
- Case assignees & case owners
- Case outreach process
- Tips & tricks for efficient case management
- Actions menu (Message Student, Schedule an Appointment, etc.)

Workshop Included:
- Manage a case while following along

Resources:
- Case management resources
- Case Management Best Practices (2025)
- Texting policy
- Outreach template communications
- Content Template resource

8. Advanced Searches

Description: Learn how to run quick searches on simple Banner-related data like email addresses, who is or is not registered for an upcoming semester, students by major or college, and more in Nanook Navigator. We will also walk through how to save your search criteria for future use. Advanced Search is a search function in Navigate360 that lets you create unique cohorts of students based on the layering of various search parameters.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Anyone utilizing campaigns, Faculty & Staff Advisors, Student Support Staff, Outreach Coordinators, Front Desk Staff, Data Specialists, and Administrative Assistants	1 hour, hosted once per month	Reporting & Analytics

Features Included:

- Advanced Search filter drawers and checkboxes
- Advanced Search Logic (AND, OR, NOT)
- Actions from results (Message Student, Add to Student List, Add to Campaign, etc.)
- Selecting more than 100 students
- Column manager
- Exporting results
- Modifying a search
- Accessing a Student Profile
- Active Status vs. Inactive
- Polls, Goals & Interests
- Lists & Saved Items
- List Types on Staff Home Page

Workshop Included:

- 30 minutes to build out at least one saved search for current or future use
- Build a saved search for a future appointment campaign

Resources:

- Create a student list
- Advanced search resources
- Advanced search- not registered resources
- Advanced Searches Library

9. Creating a Messaging Campaign

Description: Build a draft messaging campaign while learning the different features. Messaging Campaigns allow you to email or text a group of students on specified dates about things they need to do or activities they need to attend.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile <u>Recommended Prerequisites</u> • Core Functions Sessions • Advanced Searches or Reports	Isaac Parker	Any users utilizing messaging features, Instructors/ Professors, Graders, TAs, Faculty & Staff Advisors, Student Employees, Front Desk Staff, Tutors, Outreach Coordinators, Athletic Coaches, Student Support Staff	1 hour, hosted once every other month	Creating Campaigns

Features Included:
- Content Templates
- Texting Policy
- Merge Tags
- Messaging Campaign
- Conversations (Replying to texts)
- Important Note: text messages sent through campaigns do not reset the 90-day reply timeline. Students can not reply to campaign messages, so please provide contact information, such as an email or phone number.

Workshop Included:
- Drafting a messaging campaign by following along

Resources:
- Create a student list
- Content Template resource
- Text Message students resources
- Messaging campaign resources
- Student mobile app resources

10. Creating Appointment Campaigns

Description: Learn how to set up an appointment campaign that will reduce the number of steps students take to schedule an appointment with you or a colleague. Appointment Campaigns are best deployed by staff members seeking to proactively encourage students to meet with them for advising or other services. Common appointment campaigns are: newly admitted students, registration, check-ins, advising, and students with alerts or low midterm grades.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile <u>Recommended Prerequisites</u> • Core Functions Sessions • Advanced Searches or Reports	Isaac Parker	Faculty & Staff Advisors, Student Support Staff, Academic Coaches, Student Athlete Advisors, Peer Mentors	1.5 hours, hosted once every other month	Creating Campaigns

Foundational Skillset & Set Up Before Attending:

- Practice building a student list (Back to Basics Training)
- Practice building a student list or a recipients list from an advanced search (Advanced Search Training) or a Report (Reports Training)
- Prepare the list of recipients
- Complete creating appointment availability & calendar sync (Creating & Managing Appointments Training)
- Understanding of upcoming and recent appointments (Creating & Managing Appointments Training)
- Understanding of communication tools and best practices (Communicating with Students Training)
- Understanding of documenting appointments through summaries and no-shows (Documentation Training)
- Understanding of how students are using the campaign link to schedule appointments and see more availability (Mobile App Training)

Features Included:

- Refresher on Campaign Appointment Availability & Special Instructions
- Content Templates
- Reminder to check calendar sync
- Reminder to set up Google Calendar busy blocks
- Population selection (Saved Search, or Student List)
- Defining the campaign settings
- Adding and selecting recipients
- Selecting staff (yourself or group)

- Composing a welcome message and automated nudges/reminders
- Verify & start campaign
- Campaign data
- Scheduled/Not Scheduled Tabs
- Associate appointments and connect drop-in appointments
- Important Note: text messages sent through campaigns do not reset the 90-day reply timeline. Students can not reply to campaign messages, so please provide contact information, such as an email or phone number.

Workshop Included:
- Draft your own appointment campaign
- Review live campaign data if the campaign is live
- Associate appointments for a launched campaign

Resources:
- Getting Started resources
- Create student list resources
- Set Availability & Calendar Sync resources
- Schedule an Appointment resources
- Managing drop-in appointment resources
- Create an appointment summary resources
- Advanced search resources
- Content Template resource
- Text Message students resources
- Report: Appointment Summaries resources
- Create an appointment campaign resources
- Student mobile app resources

11. Alerts & Referrals

Description: Learn how to submit student referrals to support offices and issue ad-hoc alerts for triage and student outreach. Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, intending to withdraw from the institution, or needing support office outreach.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Faculty & Staff Advisors, Professors/Instructors, TAs, Graders, Athletic Coaches, Student Support Staff, Administrative Assistants, Student Employees, Peer Mentors, Peer Advisors, Tutors, Orientation Leaders & Department Account Staff	1 hour, hosted every other month	Student Support Network

Features Included:

- Alerts Information & definitions
- Best practices & important information
- Issue an Alert or Referral Staff Side
    - Appointments Tab
    - Student Profile
- Issue an Alert or Referral Professor Side
    - Students in My Courses
- My Issued Alerts (Professor Home)
- Student History
- Alerts Report
- Staff Dashboard
- Tile for Staff Issued Referrals

Resources:

- Referrals resources
- Staff Dashboard resources
- Issue an Alert- Instructor resources
- Reports Library
- Navigating the student profile video

12. Reports

Description: Learn how to run data reports (mid-term and final grades, appointments, students with alerts, course roster, and more) in Nanook Navigator. Reports include information from Banner and Nanook Navigator. Reports also contain data and analytic insights related to student success programs.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile	Isaac Parker	Faculty & Staff Advisors, Front Desk Staff, Outreach Coordinators, Athletic Coaches, Student Support Staff, Data Specialists, Care Unit Leads, Administrative Assistants, & Administrators	1 hour, hosted once every other month	Reporting & Analytics

Features Included:
- Walk through the Reports Library (template criteria)
- Lists & Saved Items
- My Saved Reports
- Active Status vs. Inactive
- Actions from results (Message Student, Add to Student List, Add to Campaign, etc.)
- Column Manager
- Exporting
- Pivot Table
- Sharing a Report
- Saving the Report
- Alerts Reports
- Appointments Report
- Enrollment Reports (Grades)
- Accessing a Student Profile
- Schedule Download
- Workshop with Attendee Ideas

Workshop Included:
- 30 minutes to create at least one saved report for future or current use
  - Common Reports: Mid-term and Final grades by term, Students with Alerts (Neutral and Negative), Scheduled Appointments for a Date Range
- Create a saved report for a future campaign
- Create new reports before the version 2 (V2) reports sunset in December

Resources:

- Reports Library
- Reports handout
- Schedule download video
- Appointment feedback and pre-appointment responses resources
- Appointment feedback & pre-appointment metrics responses

13. Staff Dashboard

Description: Learn how to customize your staff dashboard for your assigned students. For users without assigned students, you can learn how to set up your custom tiles from reports for your dashboard. Staff Dashboard is a feature designed to give you at-a-glance, actionable information about students who are assigned to you and an overview of ongoing or recent activity. Users can create custom tiles from Reports to be more productive and strategic when managing your unique student caseload.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
● Back to Basics ● Student Profile Recommended Prerequisites ● Reports	Isaac Parker	Faculty & Staff Advisors, Student Support Staff, Care Unit Leads, Administrators, & Data Specialists	1 hour, hosted once every other month	Reporting & Analytics

Features Included:

- User Settings- Default Staff Home
- Reports & Saved Reports
- Student Lists
- Column Manager
- Pivot Table
- Staff/ My Dashboard
- Dashboard settings
- Actions from Staff Tiles
- Tile/Widget settings
- Layout
- Refresh
- Search, sort, & filters
- Drag & drop
- Window expansion
- Individual Tile features & Actions (Message student, complete appointment summary, etc.)
- Workshop with attendee ideas

Workshop Included:

- 30 minutes to build your own custom dashboard tile

Resources:

- Staff Dashboard resources
- Reports Library
- Reports handout

14. Creating Event Campaigns

Description: This is a training and workshop that will include time and steps for building a draft event campaign. Learn how to set up and publish an event campaign. Events allow staff to reach out to specific student populations to encourage them to sign up for events and track attendance.

Required Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile Recommended Prerequisites • Mobile App • Communicating with Students • Reports	Isaac Parker	Faculty & Staff Advisors, Student Support Staff, Outreach Coordinators	1 hour, hosted once every other month	Creating Campaigns

Complete Prior Training & Workshop:

- Build out Content Templates for event communications
  - Content Template- Landing Page
  - Content Template- Invitation Email or Text
  - Content Template- Reminder Register Email
  - Content Template- Reminder to Register Text
  - Content Template- RSVP Confirmation Email or Text
  - Content Template- Reminder to Register or Event Occurrence Email or text

- Create a saved report or student list for the invitation recipients

Features Included:

- Content Templates
- Selecting recipients
- Creating & configuring the Event Campaign
- Composing Messages & Nudges
- Publishing
- Campaign Metrics
- Actions and RSVP tabs
- Event check-in for students

Workshop Included:

- Draft your own event campaign

Resources:

- [Event Campaign resources]
- [Create student list resources]

- Content Template resource
- Reports Library
- Reports handout
- Student mobile app resources

Early Engagement Reports & Alerts

Description: Instructors learn how to save and submit early engagement reports and issue ad-hoc alerts through your Professor Home role in Nanook Navigator. Early Engagement Reports (Progress Reports) allow student support staff and advisors to gather feedback on student performance, engagement, and identify potential barriers to success. Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, intending to withdraw from the institution, or needing support office outreach.

Recommended Prerequisites:	Instructor:	Audience:	Duration & Frequency:	Category:
• Back to Basics • Student Profile • Communicating with Students	Jessica Skipper	Instructors, TAs, Graders, Professors, Department Staff, Assisting Faculty	Several 1-hour sessions beginning 1 week before classes continuing through week 4 of classes	Student Support Network

Features Included:
- Background on alerts, early engagement reports, and cases
- Important information and best practices for engagement reports and alerts
- Tips and tricks for efficiently managing and submitting early engagement reports
- Text students in your courses
- Letting students know about performance notifications & outreach
- Reply to your students
- Accessing your early engagement report
- Selecting feedback or concerns
- Adding detailed comments
- Providing Kudos
- Save as you go versus submit
- Issue an alert (ad-hoc alert) steps
- View alerts and reports submitted on students

Workshop Included:
- Walk through your early engagement report & submit at least one student feedback
- Walk through Professor Home page
- Walk through how to Issue an Alert on students in your classes

Resources:
- [Instructor resources]

- Early Engagement Report resources
- Template language for informing students about the early engagement report process
- Guide on action items connected to your early engagement feedback
- Guide on action items connected to your ad-hoc alerts
- Issue an alert resources
- Text or Email students resources