

Report: Alerts (Students Flagged with Alert)

Advisors-Pulling Students with Alerts in Nanook Navigator

Why are alerts issued?

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 between early alert progress report campaigns.

Who does the alert go to?

[Alerts](#) are sent to the student's academic advisors. The primary advisor is then able to reach out to the student collaboratively with the alert issuer. Alerts connected to progress reports are managed primarily by the student and instructor.

Student alert attached to a **progress report**, student received automated email

COMMENTS	CASES	PROGRESS REPORT
Marked At Risk to fail course on Progress Report	0 Open Cases	View Progress Report

Student academic alert not connected to a progress report (academic advisor will need to reach out, no automated email to student).

COMMENTS	CASES	PROGRESS REPORT
Student has missed this class 3 out of the 6 times we have met. Student has failed this class in the past, so I am worried she is at risk for failing again.	1 Open Case	No Progress Report

Why review alerts reports?

Alerts provide **staff** and **faculty** with the ability to draw attention to students that maybe at-risk of failing and/or need support. We encourage advisors to monitor the at-risk students and are encouraged to reach out to the students.

Pulling Student With Alerts by Assigned Students

1. Click on the Reports icon (left side panel) from Staff Home page.
2. Click on Intervention Reports → Alerts



Intervention Reports

[Alerts](#)

[Cases](#)

3. Set the timeframe
4. Choose the care unit (you will have to run separate reports for each care unit)

Timeframe: Last | Period: 7 Days

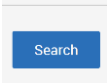
Care Units: No Care Unit

5. Select the My Students Only

Search Include Ina My Students Only

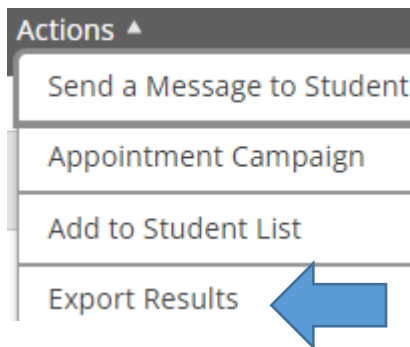
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Pulling Student With Alerts by Assigned Students, continued

6. Click Search 
7. Select All (be sure it selects all if more than 100 students)



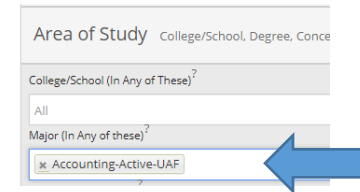
8. Click actions and export results, then choose the columns to export. **You can also create a student list directly from your results.*



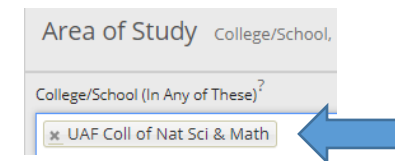
9. Click on the downloaded report. File downloads as a CSV file, recommend saving as an excel workbook file before editing. **Keep a copy as excel and save as **CSV file** to [create a student list](#) from your edited list.*

Pulling Student With Alerts by Major or College

1. Complete **steps 1-4** from page 1.
2. If by Major: Click on area of student and type in the major/majors in the “in any of these” box.



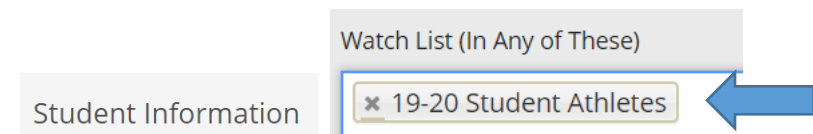
3. If by College: Click on area of student and type in the college in the “in any of these” box.



4. Complete **steps 6-9** from page 2.

Pulling Student With Alerts by Watch list

1. Complete **steps 1-4** from page 1.
2. Click on student information, click in the watch list box, and choose the watch list or lists.



3. Complete **steps 6-9** from page 2.