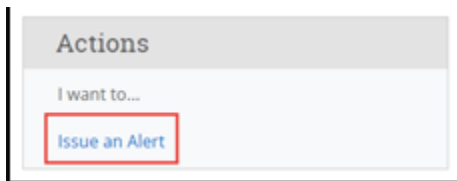


How to raise an Ad-Hoc Alert

Ad-hoc alerts allow faculty at any time to raise an alert on students by logging in to Navigate. The ad-hoc alert strategy is to provide faculty a way to let students, advisors and care teams know that a student needs urgent, timely support on an issue affecting their academic performance or next-term persistence at the university. As a reminder, alerts sent through Navigate do not serve to replace reporting concerns to the Office of the Dean of Students. Follow guidance using their [Red Folder Project](#) and [submit reports here](#). Immediate crises should be reported to University Police (715-346-3456) or local law enforcement (911).

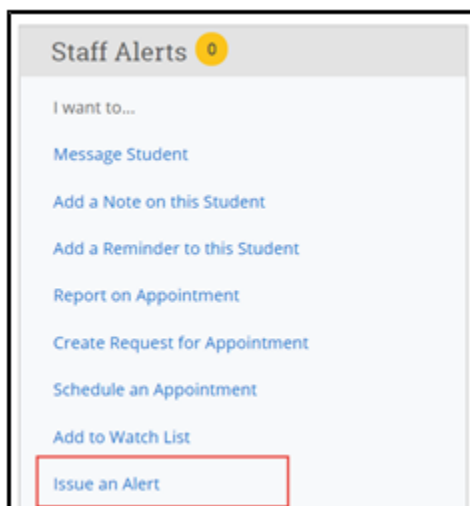
There are several locations to issue ad hoc alerts in Navigate. They include the **Staff Home** or **Professor Home** pages, in **Advanced Search** results, or from a student profile.

To issue an alert from **Staff Home** or **Professor Home**, select **Issue an Alert** from the **Actions** pane on the right side of the screen. A dialog then prompts you to search for the student you want to issue the alert for, as in the following screenshot.



To issue an alert from a list of students, such as **Advanced Search** results or your **My Assigned Students** pane on your home page, select a student from the list. Next, select **Actions > Issue Alert**.

To issue an alert from a student profile, select **Issue an Alert** from the **Action** pane as in the following screenshot.



Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

ISSUE AN ALERT

Student Terrence Abernathy

Please select a reason for this alert

Select at least one

Is this alert associated with a specific class? Optional

Additional Comments

Please enter a comment.

Cancel Submit

- **Alert Reason:** Select one reason for the alert. Alert reasons include
 - Refer to Disability Resource Center - Student would benefit from consultation with DRC staff for support.
 - Refer to Diversity and College Access - Student would benefit from support from the Native American Resource Center, the Queer Resources Center, or the Multicultural Resources Center.
 - Refer to Tutoring-Learning Center - Student would benefit from tutoring or academic coaching (e.g. study skills, time management).
 - Refer to help paying for college - Student raised a concern with paying for college and would benefit from outreach by Financial aid or student financial services.
 - Refer to Advisor or other support - Student would benefit from additional outreach from student support staff.
- **Association with Specific Course (Optional):** Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.
- **Additional Comments:** Please enter your comments in this box. Staff and faculty with permission can view the alert and its comments. Providing context to your alerts in Additional Comments will help responding staff better understand how to assist the student. There is no character limit to this field.

For information on what happens when you raise an alert, refer to this document, outlining the alert process. For questions or concerns, email navigate@uwsp.edu or visit www.uwsp.edu/navigate