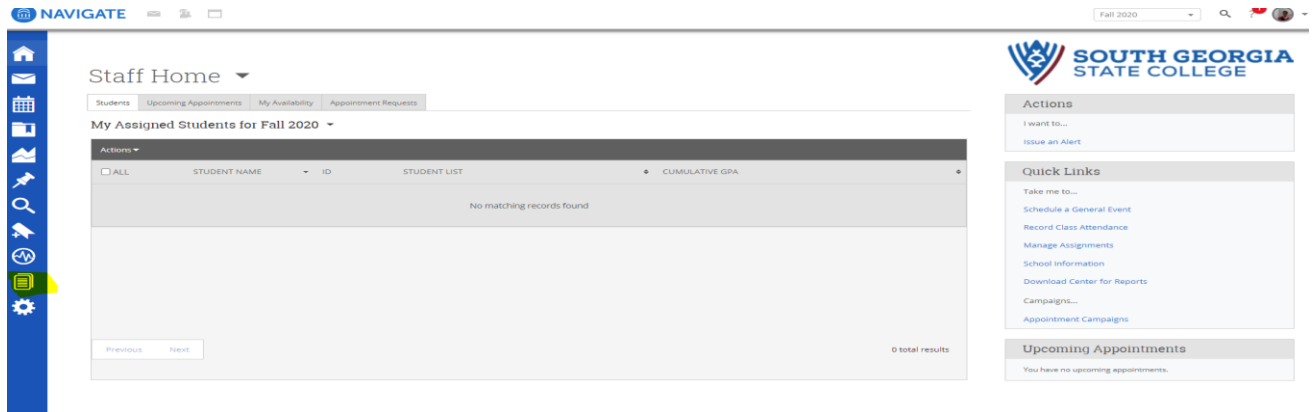


How to Run a Report for Alerts in Navigate

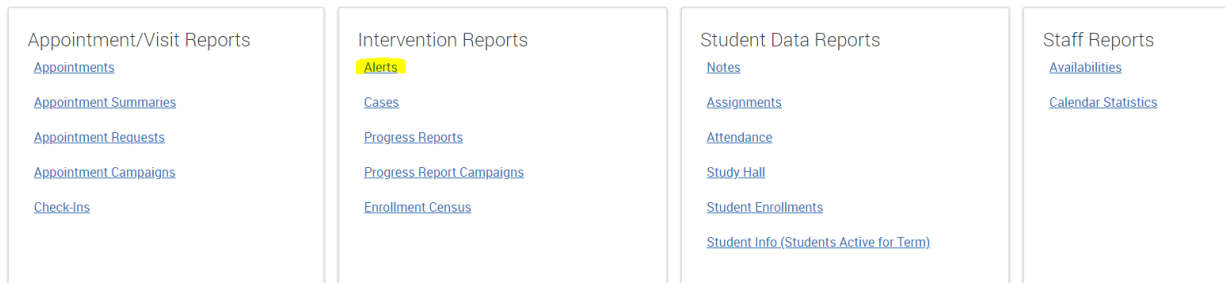
To find out your advisees who received an alert from a progress report, you can run a search in the report function of Navigate by following these steps:

1. From the Staff Home screen, click the Reporting icon on the left-hand side of the screen (blue bar).



2. Under “Intervention Reports,” click “Alerts.”

Reports



3. In order to filter the report to see only the students who have an alert and are your advisees, scroll down to the “Student Filter” section and click on “Assigned To.” This will expand the section. Filter so that the “Student has relationship” is set to “Advisor” and then for “Staff” select your name.

The screenshot shows the NAVIGATE system interface. At the top left is the NAVIGATE logo. The top right corner has a dropdown menu set to 'Fall 2020' and a search icon. Below the logo is a vertical blue sidebar with icons for home, search, help, and settings. The main content area is a filter configuration page. It includes a 'Begin Date' field with '09/03/2020' and an 'End Date' field with '09/10/2020'. There are three dropdown menus: 'Alert Reasons' set to 'All', 'Alert Issuer' set to 'All', and 'Case Association' set to 'No Preference'. Below these are several filter categories: 'Student Information' (First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List), 'Enrollment History' (Enrollment Terms), 'Area of Study' (College/School, Degree, Concentration, Major), 'Term Data' (Classification, Section Tag, Term GPA), 'Performance Data' (GPA, Hours, Credits), 'Course Data' (Course, Section), and 'Assigned To'. The 'Assigned To' section has a 'Student has relationship' dropdown set to 'Advisee' and a 'Staff' dropdown. A 'More Assignments' button is next to the 'Assigned To' section. At the bottom left is a 'Search' button and an 'Include Inactive' checkbox.

This will generate a list of all your advisees who have received an alert. Once you have connected with a student who needs support, it is important to make a record of that communication in Navigate by completing an **Appointment Summary**.