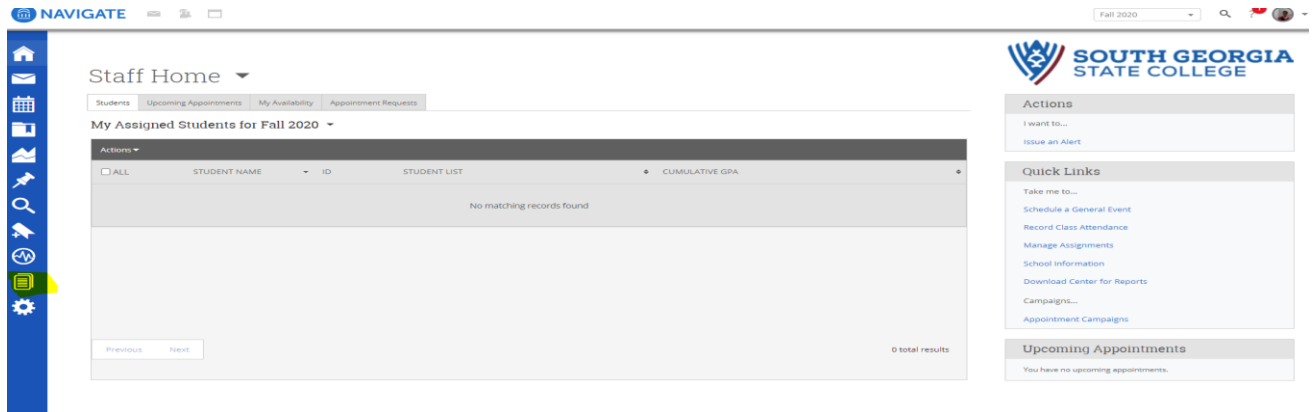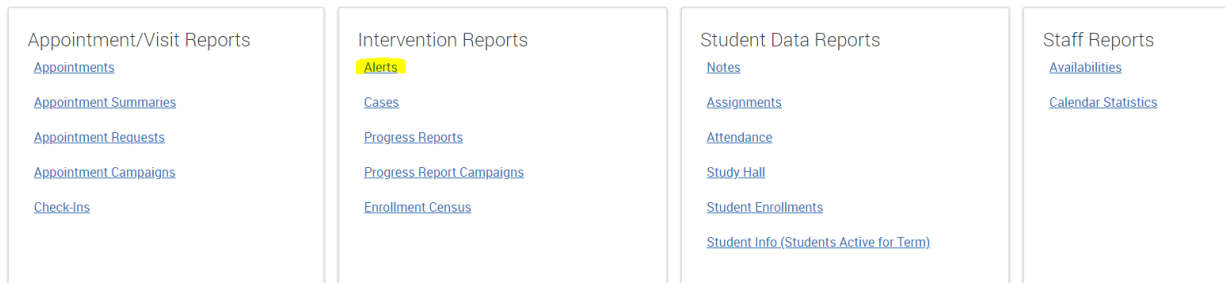**How to Run a Report for Alerts in Navigate**

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."

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.

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**.