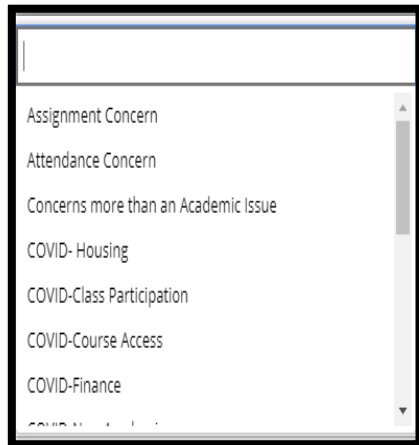


## Navigate: How to Issue an Alert

There are three methods to issue an alert, on a student, within Navigate.

1. Once you have logged in to Navigate, and adjusted your term

3. Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason. For more information on what each alert means, please consult [Navigate Alerts](#).



4. In the next box, associate your alert with the correct class applicable. Please note that the courses that pre-populate here are the courses the student is enrolled in, not the courses you are teaching this term.
5. Finally, in the last box please state what actions have you already taken. These actions may include email to the student, or conversations after class with the student regarding the issue and reason for your alert.
6. Submit the alert

Method #2:

- 1.





3. Select your alert reason from the next box (if multiple reasons apply, simply click back into the box to select the next reason. For more information on what each alert means, please consult [Investigate Alerts](#))

4.