

# Alerts

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## Instructors Creating and Viewing Alerts (outreach) in Nanook Navigator

### Why issue an alert?

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 year-round.

### Who does the alert go to?

Alerts are sent to the specific staff or departments (see [progress report guide](#) for more information).

[Demonstration video on how to issue an alert](#)

### Issuing an Alert from Professor Home Page

1. Log into Nanook Navigator: <https://uaf.campus.eab.com/>
2. Change your role from Staff or Student to Professor by clicking on the dropdown next to "Staff Home" or "Student Home" and then select Professor.
3. Check the box next to the students' names and select "Issue Alert" from the Actions dropdown menu. \*Can select multiple students on 3/30/20.

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## Instructors Viewing Alerts & Cases

### How do I view my issued alerts?

1. Issued alerts show on the Professor Home in the My Issued Alerts section (bottom of professor home page). This allows instructors to see alerts they have issued, including links to any associated Progress Report.
2. Instructors can click the case and see a window that explains which alert reasons opened the case, the status of each case, and the case outcome if the case has been closed.
3. If the alert is linked to a Progress Report, the instructor will be able to click and open the progress report to view details as well.
4. To access the student's profile, you can click on the student's name or the quick search in the top right of the Professor or Staff Home page.

### How to view alerts on the student profile, continued

### How to view alerts on the student profile, continued

#### Alert With an Open Case

Alerts section includes:

- x Alert Reasons: All reasons associated with this alert.
- x Issued On: Date alert was issued.
- x Issued By: Who issued the alert.
- x Comments: Any comments originally entered when the alert was issued.
- x Issuing Evaluation: If the alert was issued through a Progress Report, then additional information will be available here, including the course, if the student is at risk to fail the course, absences, current grade, and professor comments.

Progress Report Case: