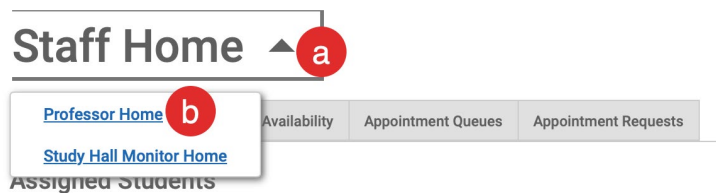


Navigate Alerts

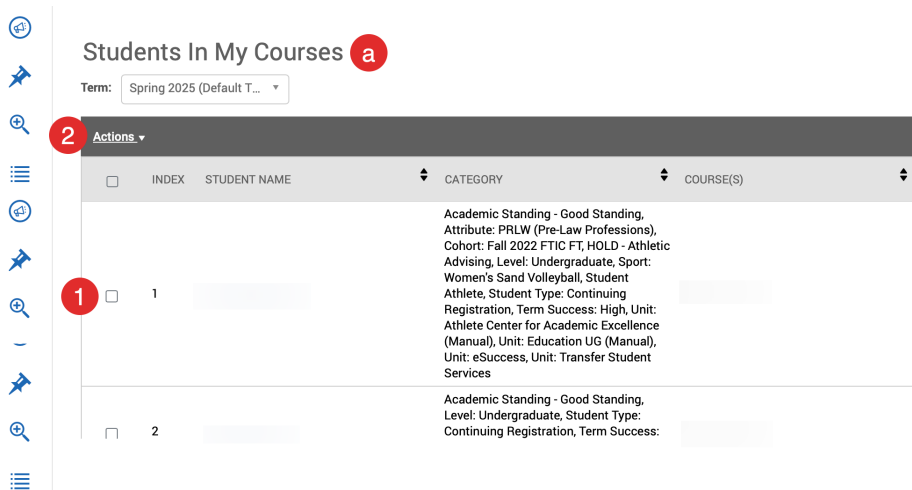
Submitting Ad-Hoc Alerts (Faculty)

During the semester, you may need to submit an alert for a student not included in a progress report. When this happens, use the steps below.

1. **Sign in** to the [Success Network \(Navigate\)](https://fau.campus.eab.com) (<https://fau.campus.eab.com>)
2. **Change the default view** from Staff to Faculty
 - a. Click the down arrow to the right of “Staff Home”
 - b. Select “Professor Home” from the list of options



3. Find your student (There are multiple ways to do this, but two are outlined below)
 - a. Students registered for your classes are listed under the “Students In My Courses” section. This section will give you students and the course that they are in where you are listed as the instructor. It can be sorted by course or by last name.



- i. To issue an alert
 1. Click the box to the left of the student's name
 - a. If multiple students receive the same alert, you can select multiple students. If your comments on the alert need to be different, you must select one student at a time when issuing an alert.
 2. Click Actions
 3. Select Issue Alert

ISSUE ALERT

Student

Ashleigh Adams

Please select a reason

a

✕ Ad-Hoc Alert (Details Required)

Is this associated with a specific class?

b

Optional

Additional Comments

c

Please enter a comment.

Below you will find the details for each Alert Reason chosen and what action(s) will be taken.

Ad-Hoc Alert (Details Required):

- A case will be opened and assigned to a staff

Cancel

d

Submit

- a. Select Ad-Hoc Alert or another reason for the alert list
- b. Select the course
- c. Enter any additional comments
- d. Click submit

- b. Click on the student's name under the "Students In My Courses" section.
 - i. Click on Issue an Alert on the right side of their profile below their photo.
 - ii. Complete the steps to issue an alert as outlined above.
- c. Use the search box
 - i. Enter the student's Z-Number or FAU email address.
 - ii. Click on the student's name in search results.
 - iii. In their profile, click on Issue Alert (On the right-hand side)
 - iv. Complete the steps to issue an alert as outlined above.

Note:

- The list of alerts you have access to will change depending on the part of the semester.
- We recommend using option 3-a to issue an alert.