

Goucher Navigate

Quick Guide for Navigate Alerts, August 2023

Goucher Navigate provides feedback to students that is visible and actionable by other offices on our campus. Given that advisors, faculty, and student intervention network (SIN) staff can view these alerts and feedback, it is important to understand the alerts users may raise on a student.

Benefits of Academic Progress Alerts in Navigate

Because we aim to create a holistic support network for students, faculty and other staff should utilize Navigate to express kudos and concerns regarding a student's academic performance or other alerts and referrals so support staff can strategize with students to address concerns.

Academic Progress Reports (APRs)

- At two points in each semester (typically weeks 4/5 and 9/10), faculty across the college are asked to provide Academic Progress Reports via an APR Campaign. This will be sent to faculty via email and provide a direct link for providing feedback. The College requires this for first-year students but encourages this feedback for all students.
- Academic Progress Alerts ARE viewable by students and provide an important snapshot of how the students are doing in class and what concerns need to be addressed.
- When an APR (Academic Progress Reports) is submitted, students receive an email notifying them that an APR has been submitted, the title of the APR type, and a short message encouraging them to review the feedback on Navigate.
- APRs are viewable by students in the Navigate App OR the website, both under the “Reports” tab on the student page.
- Please look at your course roster in myGoucher and **do not raise APRs for students that have withdrawn** from your class. They may still appear in your rosters because a W is still considered a grade.

The Fall 2023 semester will utilize the following APR types:

- APR: You Are Doing Well
- APR: You Are Doing Fine
- APR: You Are Starting To Go Off Track
- APR: You Are in Danger of Failing (consider W or P/NP before last day of course)
- APR: You Cannot Pass (Withdraw before last day of course)
- Academic: Course behavior concern
- KUDO: You are doing well

Ad Hoc Academic Progress Reports

- Outside of the APR campaign, you may issue ad-hoc APRs to give students feedback and encourage them to act on their courses.
- If you want to raise an **ad-hoc APR** for a student, follow these steps in Navigate:
 - From Professor Home, choose “Progress Reports” next to your class
 - Check the box next to the student’s name
 - Click on the “Actions” dropdown menu
 - Choose “Create a New Progress Report”
- Please look at your course roster in myGoucher and **do not raise APRs for students that have withdrawn** from your class. They may still appear in your rosters because a W is still considered a grade.

Raising Alerts and Referrals

- Staff and faculty can raise alerts on students to refer them to other offices on campus at any point in the semester. These referrals may launch an automatic email to the student as a form of outreach and will indicate to the referral office that they should take action to connect with the student.
- When issuing an alert, please do not share private or sensitive information via the alert and be sure to use all relevant guidelines for student documentation, [found here](#).
- It is also best practice to inform the student that you are making said referral before completing the action.
- If you want to raise an ALERT for a student, follow these steps in Navigate:
 - From the HOME page or the STUDENT Homepage locate the Issue an Alert Link on the right side
 - Choose type of alert and student name, if applicable
 - Enter details of communication or need for alert

The Fall 2023 semester, you may utilize the following Alert and Referral types:

- Academic: Course behavior concern
- KUDO: You are doing well
- REFERRAL: Office of Student Engagement
- REFERRAL: Advisor for Academic Support
- REFERRAL: Associate Provost for Undergraduate Studies
- REFERRAL: Community-Based Learning
- REFERRAL: IT for Technology Assistance
- REFERRAL: Retention Risk (student is thinking about leaving)

Wellness Alerts and Referrals to Title IX

- Concerns about a student's physical or emotional wellbeing, disclosures related to TIX violations or immediate safety concerns should *never* be communicated within the Navigate alerts, referrals, or APRs.
- **Wellness Alerts** can be submitted using the Links section on a student's Navigate Page.
 - This system is external to Navigate, and only members of the Dean of Students staff are able to view these Wellness Alerts.
 - If a student has not been in class, has not been responsive to outreach and communication, please make a referral through the Wellness Alert system.
- When submitting a Wellness Alert, please include any helpful information about the student's state or concerns they have expressed (i.e., homesickness, illness or injury, substance use concerns, etc.). This will help the Dean of Students and Student Support and Outreach to properly outreach and address a student's concerns.
- Title IX Reports can be submitted through an [external website](#) and should never be reported through APRs or Alerts and Referrals.
- As a reminder, all faculty, staff, and administrators who are made aware of an allegation of gender-based discrimination or harassment must report the incident to the Office of Title IX.
- Individual employees who are serving in a privileged professional capacity referred to as confidential consultants (e.g., mental health counselors, nurses, and doctors, or clergy acting in a spiritual capacity) are not bound by this expectation, except as required by law.

Internal Alerts for Office Maintenance

- **Do not raise any alerts that are marked "INTERNAL," as these are used by offices and teams to manage student needs and for tracking purposes.**

Beginning in Fall, 2023, this includes the following INTERNAL alerts-

- INTERNAL: Care Team Case
- INTERNAL: Not Registered
- INTERNAL: Student Support and Outreach Case
- INTERNAL: Success Team Alert