

EAB Navigate

Alert Instructions for Faculty

Log in to EAB Navigate using your StarID credentials: <https://saintpaul.campus.eab.com/>

- You can also find the link to log in listed as Navigate-Staff under the Employees drop down on <https://www.saintpaul.edu>.

Once you log in, you should see this screen:

Professor Home

Class Listing

CLASS NAME	TIME	ROOM
(CSCR-1405) Gateway: College Success Strategies and Career Resources	W 12:00a-12:00a	SPC-L585
(READ-0721) Reading 1	TR 12:00a-12:00a	SPC-4165
(READ-0721) Reading 1	TR 12:00a-12:00a	SPC-4165
(READ-0722) Reading 2	MW 12:00a-12:00a	SPC-4240
(READ-0722) Reading 2	TR 12:00a-12:00a	SPC-4165

Students In My Classes

INDEX	STUDENT NAME	COURSE(S)	AT RISK?
1	Abdi, Abdicase	READ-0721-01	

From here, you have two options to issue an alert. They are:

Option 1:

1a. Click on “Issue an Alert” under Actions in the right-hand navigation

The screenshot shows the 'Professor Home' interface for Saint Paul College. It features a 'Class Listing' table with columns for Class Name, Time, and Room. Below the table is a 'Students In My Classes' section with an 'Actions' dropdown menu. On the right-hand side, there are two navigation panels: 'Actions' with an 'Issue an Alert' button highlighted in yellow, and 'Quick Links' with a 'School Information' link.

CLASS NAME	TIME	ROOM
(CSCR-1405) Gateway: College Success Strategies and Career Resources	W 12:00a-12:00a	SPC-L585
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(READ-0721) Reading 1	TR 12:00a-12:00a	SPC-4165
(READ-0722) Reading 2	MW 12:00a-12:00a	SPC-4240
(READ-0722) Reading 2	TR 12:00a-12:00a	SPC-4165

1b. A new window will open. Start by typing either the first and last name OR the Tech ID# of the student you want to issue the alert for. If you search by first and last name, a list of students will come up, so be sure you’re selecting the correct one!

1c. Next, select the main reason you are issuing an alert for this student. You will have four options, and it allows you to select all four, but the student will get a separate email for each alert reason selected, so please select ONLY the most pressing concern! You can fill in Additional Comments with additional concerns so the advisor can address those with the student (The Additional Comments field is ONLY seen by staff, it does not go to student.)

1d. Be sure to choose the class you are issuing the alert for from the dropdown. This is optional, but please select the appropriate class so the advisor knows where the student is struggling. This will also be helpful for data collection later on and can help inform potential decisions about things like how many tutors are needed for specific courses, etc.

1e. Fill in Additional Comments if you want to, then click “Submit”

ISSUE ALERT
✕

Student [REDACTED]

Please select the reason you believe this student needs assistance ✕ Academic Concerns

Is this alert associated with a specific class? READ-0721-04-LEC Reading 1 ▾

Additional Comments

Type additional comments or concerns for advisor to be aware of here. These comments are NOT viewable by the student, but do become a part of the student's academic record which they can request to see at any time, so be mindful about what you are typing here.

Cancel
Submit

Option 2:

2a. Checkmark the open box to the left of the student's name under "Students In My Classes", then click the arrow next to Actions and select "Issue Alert" from the dropdown menu.

Students In My Classes

Actions ▾					
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
<input checked="" type="checkbox"/>	1	[REDACTED]	Awarded in 20203, Awarded in 20205	READ-0721-04	No
<input type="checkbox"/>	2	[REDACTED]	Awarded in 20203, Awarded	READ-0721-05	No

Students In My Classes

Actions ▲						
◆	CATEGORY	◆	COURSE(S)	◆	AT RISK?	◆
Send Message	Awarded in 20203, Awarded in 20205		READ-0721-04		No	
Schedule Appointment	Awarded in 20203, Awarded in 20205		READ-0721-05		No	
Create Appointment Summary			READ-0721-05		No	
Issue Alert			READ-0721-05		No	
Tag			READ-0721-05		No	
Note			READ-0721-05		No	

2b. Follow steps 1c, 1d, and 1e from above 😊

That's it! You've successfully submitted an alert! Now what???

Depending on which alert reason you selected, one of two things will happen:

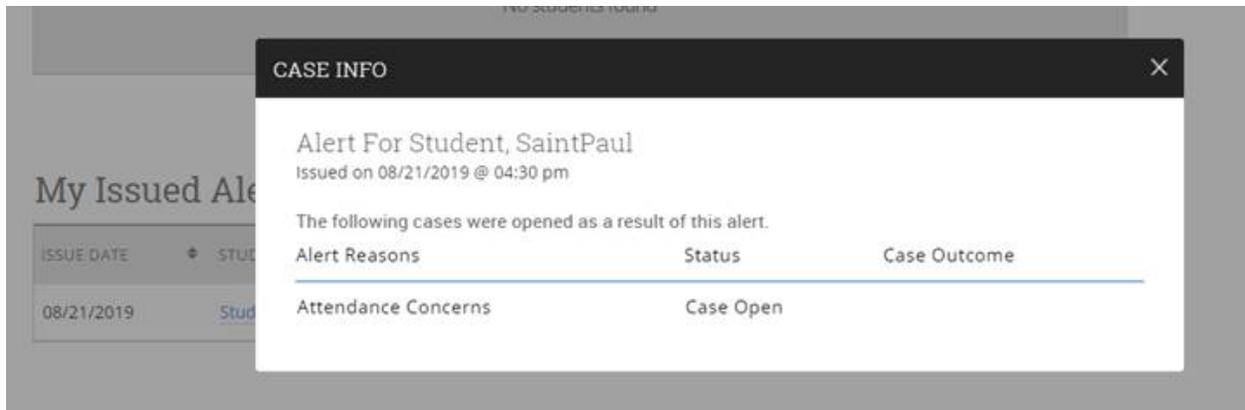
1. For Academic Concerns, Attendance Concerns, and Participation or Engagement Concerns, a Case will be created within EAB Navigate, which loops in the student's assigned advisor(s) to take action on and manage the Case from open to close. An auto-generated email message will be sent to the student's SPC email account at the same time the advisor receives the alert that a Case has been assigned to them to take action on.
2. For Direct Referral to Tutoring, the student just gets the auto-generated email encouraging them to seek out tutoring services. This particular alert does not turn into a Case, the advisor is not notified and does not follow up with the student. Please be sure that if you are using this alert reason, there are tutoring options either on campus or via online tutoring for the student to take advantage of!

For the three alert reasons that turn into Cases, you will be able to easily track what's happening with the alert including what outreach has happened from the advisor to the student, any communications that have occurred, and when and why the case was closed.

At the bottom of your Professor Home screen, you will see an area called "My Issued Alerts" where you can quickly glance to see what the status is, including closed alerts. You will also receive an email once an alert has been closed with the reason it was closed.

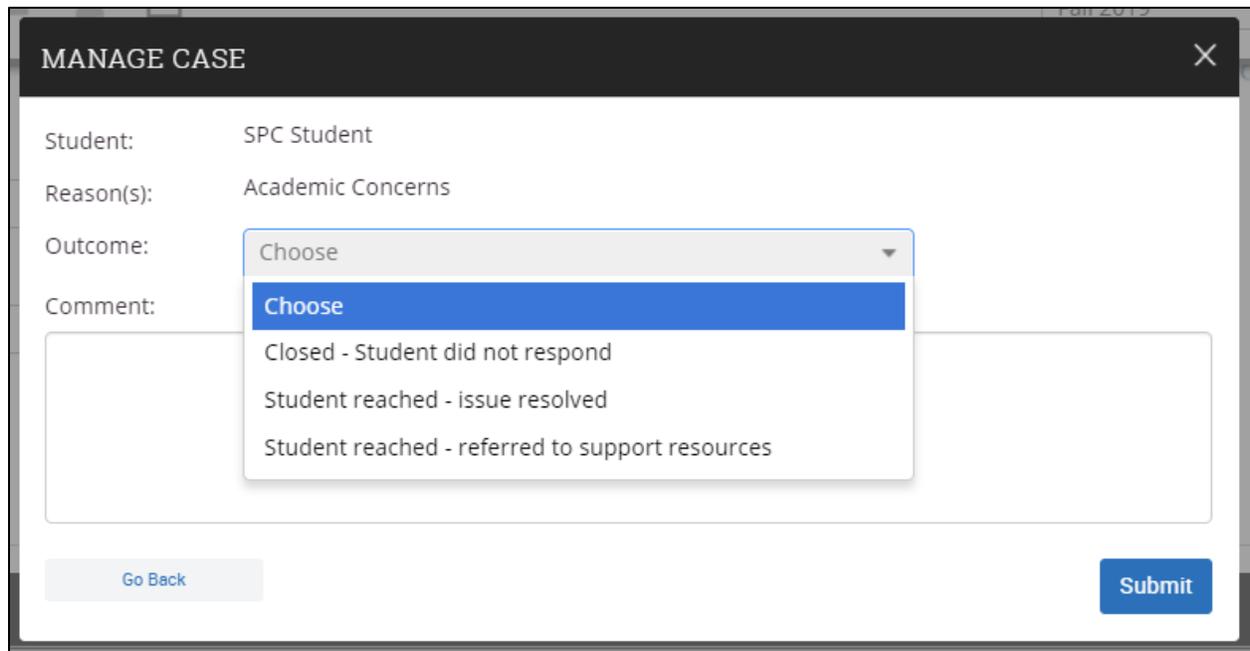
My Issued Alerts NEW

ISSUE DATE	◆	STUDENT	◆	ALERT REASONS	CASES	PROGRESS REPORT
08/21/2019		Student, SaintPaul		Attendance Concerns	1 Open Case	No Progress Report



We currently have three options for closing a case:

1. Closed – Student did not respond
2. Student reached – issue resolved
3. Student reached – referred to support resources



Advisors can also input additional details in the “Comment” section prior to closing the case.

Alert reasons and examples of when to submit each one:

Academic Concerns

- Student is attending but not successfully completing work assigned at a passing/satisfactory level
- Student is not turning in assigned work
- Student has missing quizzes and/or exams
- Student is not exhibiting appropriate time management and/or organizational skills in order to be successful in the class

Attendance Concerns

- Student is not attending class regularly and is not communicating absences with instructor
- Student comes in late and/or leaves early, or leaves for periods of time throughout the duration of class
- Student is absent for in-class activities/assignments/quizzes/exams

Participation or Engagement Concerns

- Student is enrolled in an online course, but is not actively participating in discussions or other course requirements
- Student attends class but does not participate – is on cell phone, social media sites, etc.
- Student is being disruptive during class time – talking to classmates at inappropriate times, walking in late, leaving early, answering phone during class, etc.

Direct Referral to Tutoring

- Student is attending and seems otherwise engaged but is struggling to grasp course content
- Student indicates they are struggling and would like additional assistance
- Things to note:
 - Tutoring is not available for all courses; please ensure this is an option for your course before issuing an alert!
 - This is a direct referral to tutoring, meaning it does not get sent to advisors to follow up on

Email language for each Alert reason:

Academic Concerns

Hi,

I am concerned about your academic progress in this course, and you are at risk of not earning a passing grade. Let's connect to create a plan to help you improve. My contact information and office hours are listed in our course syllabus.

You may also want to consider tapping into some of these on-campus resources available to all students:

- [Academic Support Center/Tutoring](#)
- [Access and Disability Resources](#)
- [Personal counseling](#)
- [Student Emergency Funds](#)

If you are no longer planning to complete this class, you should consider withdrawing. Speak with your [advisor](#) to understand how a withdrawal may impact your academic and/or financial aid standing. You can schedule an appointment with your advisor by logging into EAB Navigate.

I look forward to connecting with you!

Attendance Concerns

Hi,

I have concerns about your inconsistent attendance in our course, and you are at risk of not earning a passing grade. I would like to talk with you about what we can do together to help you move forward. My contact information and office hours are listed in our course syllabus. You may also want to use some of these on-campus resources available to all students:

- [Academic Support Center/Tutoring](#)
- [Access and Disability Resources](#)
- [Personal counseling](#)
- [Student Emergency Funds](#)

If you are no longer planning to complete this class, you should consider withdrawing. Speak with your [advisor](#) to understand how a withdrawal may affect your academic and/or financial aid standing. You can schedule an appointment with your advisor by logging into EAB Navigate.

Please contact me with any concerns or questions. I want to help you succeed!

Participation or Engagement Concerns

Hi,

I have noticed that you have not been fully participating in our course, which could hurt your grade in the class.

I would like to discuss ways to help you re-engage in class activities and successfully complete this course! My contact information and office hours are listed in our course syllabus.

If you are no longer planning to complete this class, you should consider withdrawing. Speak with your [advisor](#) to understand how a withdrawal may impact your academic and/or financial aid standing. You can schedule an appointment with your advisor by logging into EAB Navigate.

Feel free to reach out to me with any questions or concerns. I am here and committed to your success!

Direct Referral to Tutoring

Hi,

I highly encourage you to stop by the Tutoring Center (Room 3125) for extra help in this course. No appointment is necessary; you can walk in at your convenience. More information about [tutoring resources](#), including the [tutoring schedule](#) for this semester, is available online.

Please reach out to me with any questions or concerns. My contact information and office hours are listed in our course syllabus, and I would be happy to talk to you about additional strategies and resources to help you get back on track. I am here and committed to your success!