

3 STEPS TO SUBMIT AN EARLY ALERT THROUGH NAVIGATE

First, you will need to log into Navigate | To log in, please go to gptc.campus.eab.com

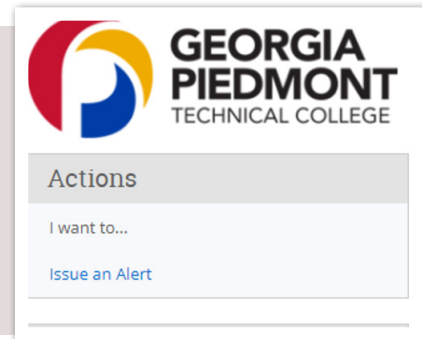
The Early Alert Progress Report is not the only opportunity for faculty to seek help for a student but it is an option in EAB Navigate, which allows you to essentially say, "Hey, I have a student who needs help! And I think this is beyond what I can do in my role as an instructor."

Issuing an alert lets you identify students in your course whom you believe to be academically at-risk and to make a referral to the appropriate campus resource(s). When you click "issue alert," you are given a list of alert reasons, which include behaviors – low exam scores, frequent tardiness, family concerns/personal, needs tutoring, non responsive to contact and missing assignments.

1

STEP 1

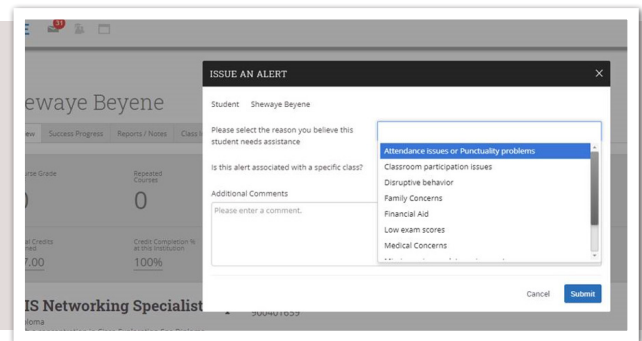
Go to the right-hand side of the screen to **Actions > Issue an Alert**



2

STEP 2

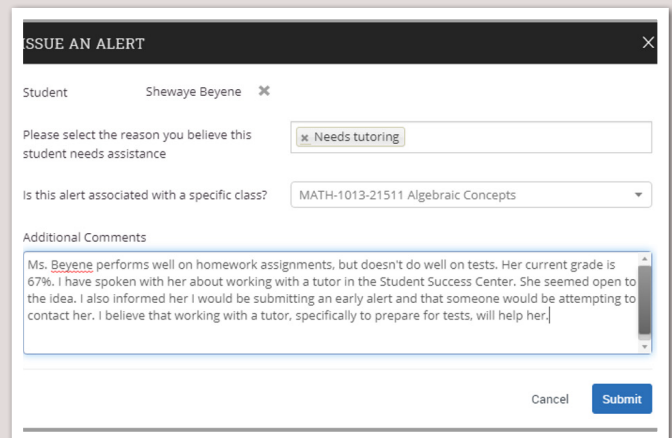
Type in the Student ID # in the box next to student, and the student's name will populate. In the sections below, select an alert reason and specific class associated.



3

STEP 3

Please include additional comments that express a student's problem areas, last date of attendance (if an attendance alert), student's current grade (as a percentage), and interventions you've tried/suggested already. Then click **SUBMIT**. The alert will be routed to the appropriate staff, and the student will be contacted.



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