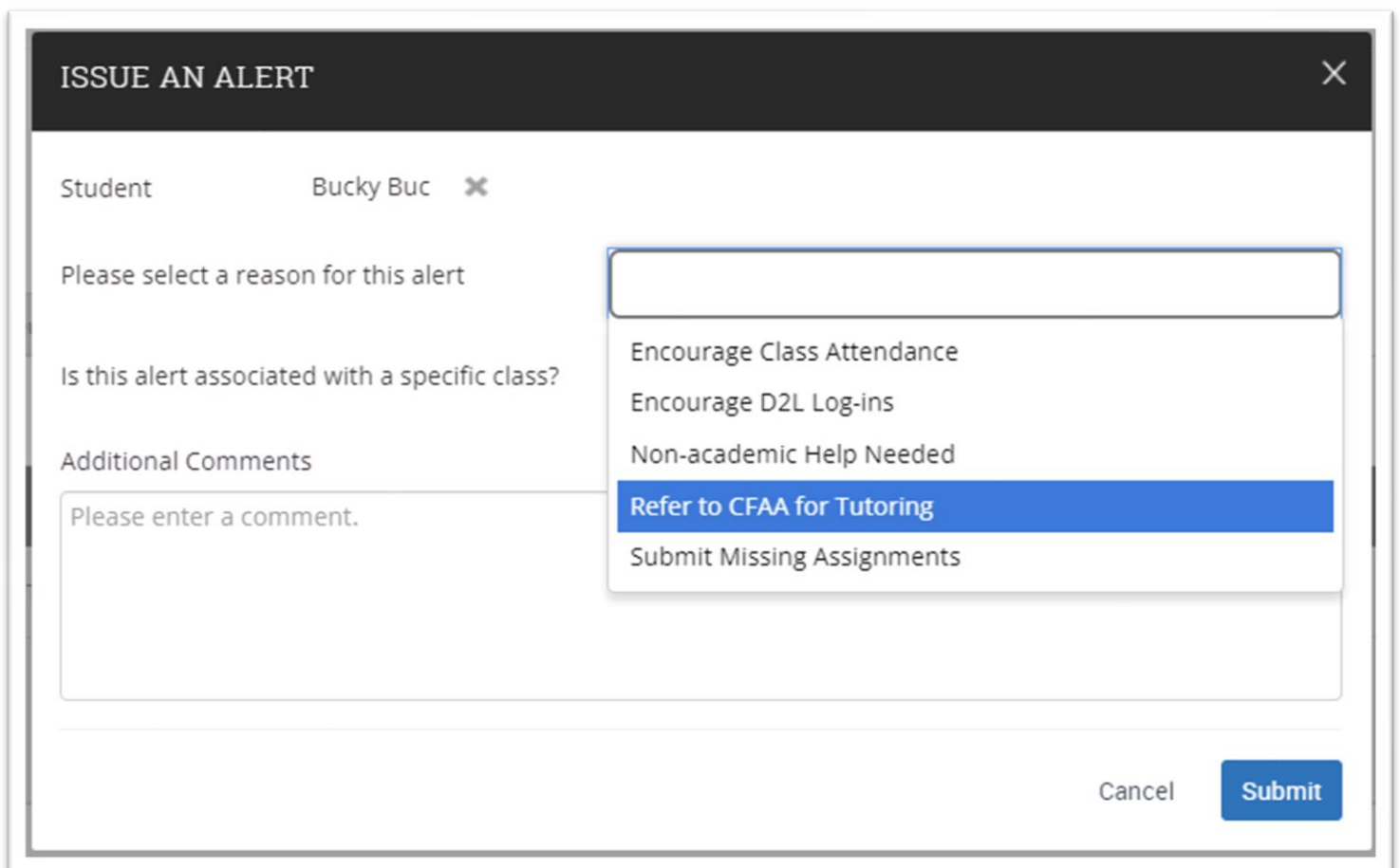


Navigate: Issue an Alert for a Student

1. Create an alert

- From the *Staff Home* screen, click *Issue an Alert* in the *Actions* box on the right. An *Issue an Alert* window will appear.
- Enter the student name or E Number in the *Student* search bar. The click the correct student name when it appears below the search bar.
- Select the reason for the alert in the *Please select a reason for this alert* drop-down menu
- If this alert is in reference to a specific course, select that course from the *Is this alert associated with a specific class?* drop-down menu.
- Include any comments in the *Additional Comments* box which may be helpful for the case manager/academic coach/tutor who reaches out to the student.
- Click *Submit*.



The screenshot shows a window titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The window contains the following elements:

- Student:** A search bar containing "Bucky Buc" with a clear button (X).
- Please select a reason for this alert:** A dropdown menu is open, showing the following options:
 - Encourage Class Attendance
 - Encourage D2L Log-ins
 - Non-academic Help Needed
 - Refer to CFAA for Tutoring** (highlighted in blue)
 - Submit Missing Assignments
- Is this alert associated with a specific class?:** A dropdown menu (not open).
- Additional Comments:** A text area with the placeholder text "Please enter a comment."
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.