JSU Navigate

Faculty/Instructors – Issuing a Student Alert

Why issue an alert?

Issuing an alert is possibly the most important feature in JSU Navigate. Alerts immediately allow faculty/ staff to identify students who are at-risk of failing a course or in need of additional student services. Issuing an alert, allows students to be flagged before they can fall through the cracks.

What are the four categories for issuing an Alert?
Most alerts will have an automated message that will be sent directly to the student.

Category	Description
Action Requested	A faculty member has discussed an area of challenge with the student and is requesting action by a student support staff member when the faculty member cannot assist
Only Student Notification	Faculty or coach/advisor is notifying the student of an action or need
Referral	A faculty member or coach/advisor is referring to support with tutoring, counseling, basic needs, financial aid, etc.
Kudos	Positive Alert used when Faculty are commending a student for great work; students receive a generic email indicating the instructor and course associated with the positive alert

Steps for Issuing an Alert:

You will need to sign into your JSU Navigate account via MyJSU and change your term to the current academic term.

1. Once you have successfully signed into your account, on the **right-hand side** of your home screen you will see an **"Actions" box**. **Click on "Issue an Alert,"** located in this box.
2. An "Issue an Alert" screen will appear on your page. **Type in the student's name (first and last) or student id number.**
3. **Select a reason** for the alert from the drop-down menu and **select the specific class**.
4. **Provide any additional information**, if possible.
5. **Click Submit**.

ISSUE AN ALERT ✕

Student 🔍

Please select the reason you believe this student needs assistance — Select at least one

Is this alert associated with a specific class? — Optional ▾

Additional Comments
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