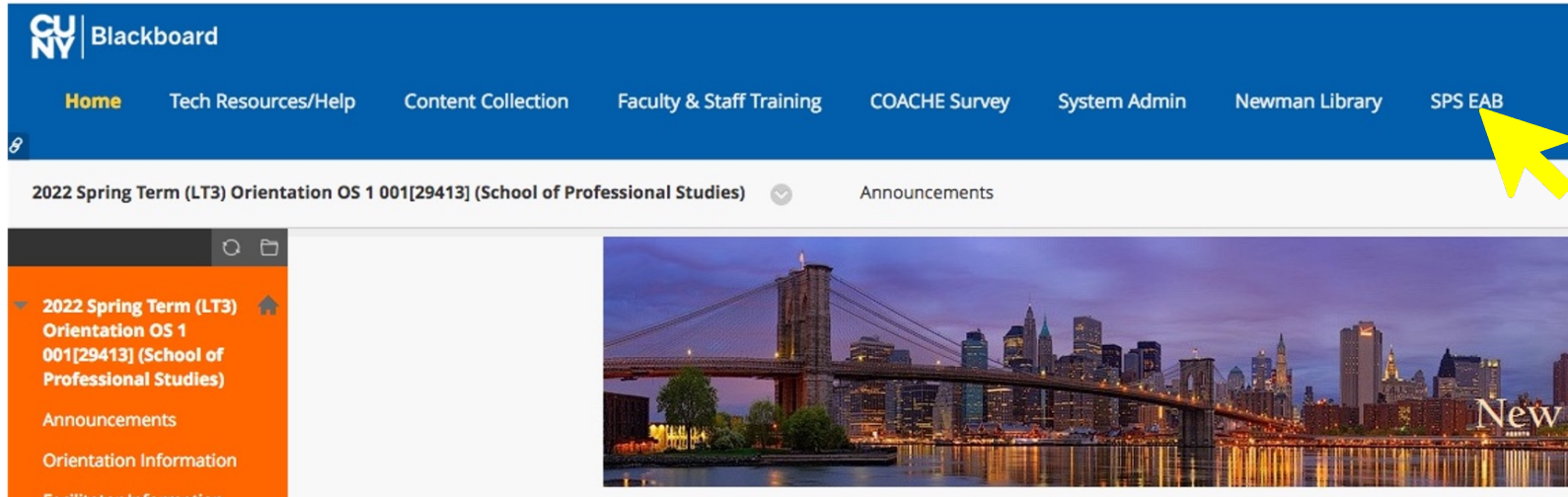


Ad hoc alerts

STEP 1: Log into Navigate using your CUNY login credentials



The screenshot displays the Blackboard LMS interface. At the top, the CUNY logo and 'Blackboard' text are visible. Below this is a blue navigation bar with several links: Home, Tech Resources/Help, Content Collection, Faculty & Staff Training, COACHE Survey, System Admin, Newman Library, and SPS EAB. A yellow arrow points to the 'SPS EAB' link. Below the navigation bar, the current course is identified as '2022 Spring Term (LT3) Orientation OS 1 001[29413] (School of Professional Studies)'. The main content area shows a sidebar with a list of items: '2022 Spring Term (LT3) Orientation OS 1 001[29413] (School of Professional Studies)', 'Announcements', 'Orientation Information', and 'Facilitator Information'. The main content area features a large image of the New York City skyline at dusk, with the word 'New' visible in the bottom right corner.

Ad hoc alerts

STEP 2: Go to your list of students and click on the student

Courses

Term: 2022 Spring (Current ... ▾)

COURSE NAME	TIME	ROOM
(ENG-350) Advanced Composition		

Students In My Courses

Term: 2022 Spring (Current ... ▾)

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	Student A	Eligible to Register, Entry Cohort - 2021 Spring Term, Good Standing, Graduation Status: not graduated, Jump Start, Undergraduate Student	ENG-350-001
<input type="checkbox"/>	2	Student B	Eligible to Register, Entry Cohort - 2021 Fall Term, Good Standing, Graduation Status: not graduated, Undergraduate Student	ENG-350-001

Ad hoc alerts

STEP 3: Click on "issue alert"

Courses

Term: 2022 Spring (Current ... ▾)

COURSE NAME	TIME	ROOM
(ENG-350) Advanced Composition		

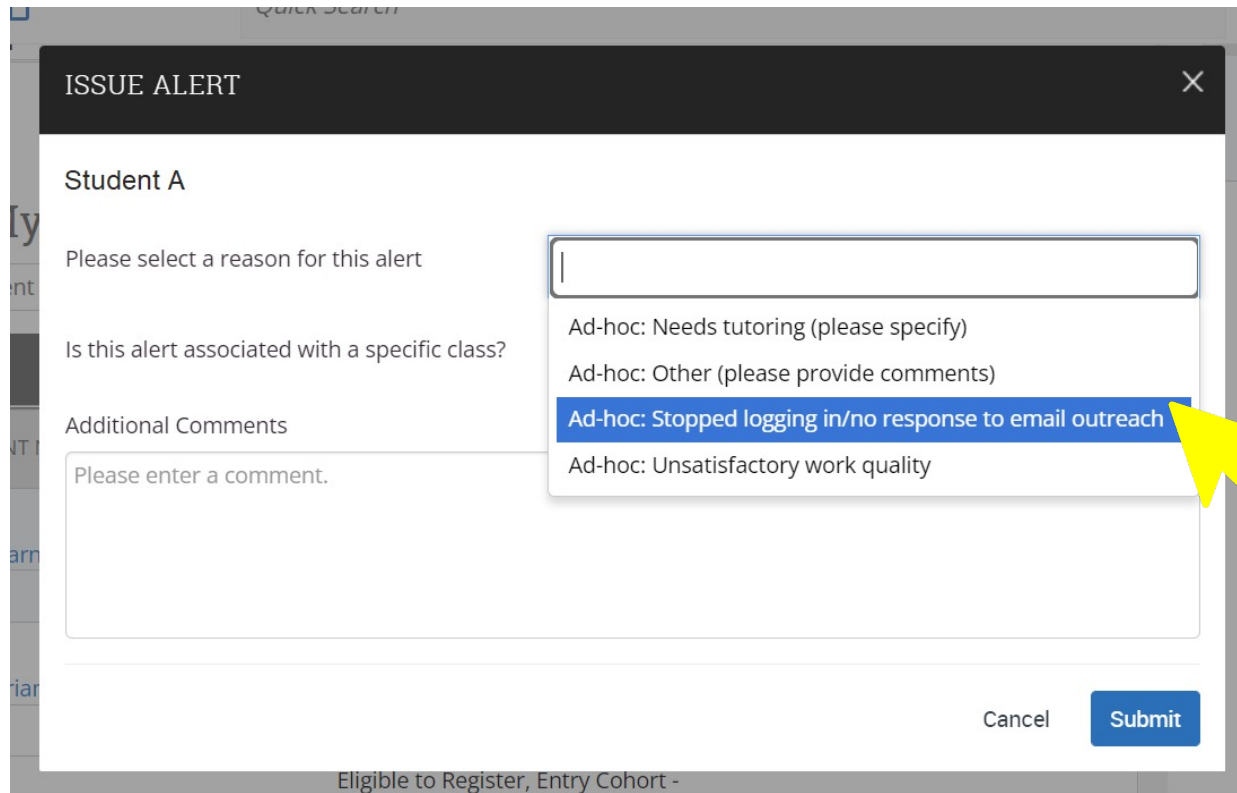
Students In My Courses

Term: 2022 Spring (Current ... ▾)

Actions ▾	STUDENT NAME	CATEGORY	COURSE(S)
<ul style="list-style-type: none">Send MessageIssue AlertNote	Student A	Eligible to Register, Entry Cohort - 2021 Spring Term, Good Standing, Graduation Status: not graduated, Jump Start, Undergraduate Student	ENG-350-001

Ad hoc alerts

STEP 4: select the alert reason from the pull down menu options



The screenshot shows a web form titled "ISSUE ALERT" with a close button (X) in the top right corner. The form contains the following fields and options:

- Student A**
- Please select a reason for this alert**: A dropdown menu is open, showing four options: "Ad-hoc: Needs tutoring (please specify)", "Ad-hoc: Other (please provide comments)", "Ad-hoc: Stopped logging in/no response to email outreach" (highlighted in blue with a yellow mouse cursor), and "Ad-hoc: Unsatisfactory work quality".
- Is this alert associated with a specific class?**: A text input field.
- Additional Comments**: A text area with the prompt "Please enter a comment."
- Buttons**: "Cancel" and "Submit" buttons are located at the bottom right.

At the bottom of the form, the text "Eligible to Register, Entry Cohort -" is visible.

Ad hoc alerts

STEP 5: Make sure to include comments

ISSUE AN ALERT ✕

Student A

Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments

Student stopped logging in for almost two full weeks, responded to email outreach saying she had serious "personal issue" she was managing, but intended on catching up. At the close of this second week she still has not logged into the course and is "X number" of assignments/discussion boards behind. I will allow the student to submit late work for these two weeks, but if she misses a third week, she will be too far behind to catch up and risks failing the course.

Cancel