How to Issue a Notification/Referral in Navigate 360

Video Tutorial

Notification_Referr al Navigate360.mp4

Step 1: Log in to your <u>Navigate</u> account.

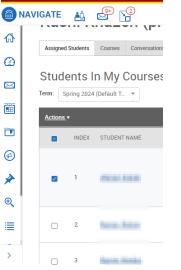
Step 2: There are three ways to issue a notification/referral.

Issue a notification/referral from the home page.

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	Staff Home	- N EU	}	
\bowtie	Students Appointments My Availability Appointment Queues Appointment Requests	Actions		
	Assigned Students	I want to		
	List Type: Assigned Students Verma Spring 2024 (Default T. Verma Relationship Type: All Relationship Types Verma	Issue a Notification/Referral		
	Actions *	Upload Profile Picture		

Issue a notification/referral from the action button on your advisee (staff) or class (professor) list.

a. Select the checkbox next to the student's name.



b. Click on action and select notification/referral.

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	Students In My Courses
	Actions
	Send Message
ø	Create Appointment Summary
*	Issue Notification/Referral
Q	Note
≡	Mass Print

Issue a notification/referral from the student page.

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₼ ☑ ☑ ☑	Overview	Student ID Classification Senior Most Recent Enrollment Spring 2024 Additional Roles Tutor	Options I want to Message Student Add a Note on this Student Add a To-Do to this Student Report on Appointment		
	Goals & Interests (supplied by the studer	Create Request for Appointment Schedule an Appointment Add to Student List			
€ ≣	Favorite Majors None Favorite Subjects Business Math	Favorite Fields None Favorite Activities Managing and Organizing Things Working with Technology	Issue a Notification/Referral New System Capture Email Edit User Settings		

Step 3: Select a reason for the notification/referral

ISSUE NOTIFICATION/REFERRAL	X
Student	
Please select a reason	
Is this associated with a specific class?	+ Academic Kudos (Via an Automated Email to Student)
Additional Comments	CSA Success Coaching (Study Strategies, etc.)
Please enter a comment.	CSA Tutoring/Supplemental Instruction Career Services Chemistry Support Center Disability Resource Center
	Cancel Submit

Step 4: Indicate if the notification/referral is associated with a specific course. This is helpful if a student needs tutoring or is missing class.

ISSUE NOTIFICATION/REFERRAL		×
Student		
Please select a reason	Select at least one	
Is this associated with a specific class?	Optional	*
Additional Comments		٩
Please enter a comment.	Optional	*
riease enter a comment.	Spring 2024	
	BIOL-205-012-LAB FUND OF HUMAN ANAT & PHYS	
	COMM-101-611-LEC INTRO TO HUMAN COMM STUDIES	
	BIOL-205-010-LEC FUND OF HUMAN ANAT & PHYS	
	Fall 2023	
	POSC-101-002-LEC INTRO TO POLITICS & GOVT	

Step 5: Provide any additional comments that would be helpful.

ISSUE NOTIFICATION/REFERRAL		×
Student		
Please select a reason	Select at least one	
Is this associated with a specific class?	Optional	-
Additional Comments		
Please enter a comment.		
	Cancel	Submit

Step 6: Click submit for the notification/referral to be sent to the appropriate support team.

Workflow of Notification/Referral

- Faculty raise notification/referral
- Received by Salisbury University office (Academic Advising Center, Center for Student Achievement, Disability Resource Center, etc.), that creates a case

- Outreach to connect with the student via email, text, phone call
- Schedule an appointment with the student
- Report on appointment in Navigate (see notes, appointment summary)
- Manage case or refer to the appropriate office
- Email to the notification/referral issuer when the case is closed (NEW Spring 2024)

Additional Campus Resources
<u>Counseling Center</u>

SU Cares