



## Navigate Training Guide #2: Professor Home Page

Topics Covered:

- Students in My Courses
- My Issued Alerts

### 1. Students in My Courses

The Professor home page in Navigate allows you to see your courses and students for a given semester. Use the Term drop down menu to select the appropriate term. **PLEASE NOTE THAT STUDENTS WHO ARE NO LONGER ACTIVE IN NAVIGATE WILL NOT SHOW ON PRIOR TERM ROSTERS. CUNYFIRST SHOULD BE USED TO ACQUIRE ACCURATE ROSTERS OF PAST SEMESTERS.**

Note that the ‘Students in My Courses’ section lists all your students for the semester in one list. You can sort the list by the **Course(s)** column to group students from the same section together on the list.

## Professor Home

### Courses

Term: 2023 Fall

COURSE NAME	TIME	ROOM
(ENG-1101) English Composition I	TR 10:00am - 11:40am ET	Namm Hall-N-521
(ENG-1101) English Composition I	TR 2:15pm - 3:55pm ET	Namm Hall-N-716

### Students In My Courses

Term: 2023 Fall

Actions ▾

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	[REDACTED]	2020 FA - Transfer, Academic Alert, Bachelor Student, CUNY SC Transfer Student, Eligible to Register - 2023 Fall Term, Entry Cohort - 2023 Fall Term, Milestone - Math, Milestone - Reading, Milestone - Writing, Newly Declared Major	ENG-1101-D420
<input type="checkbox"/>	2	[REDACTED]	2021 FA - First-Year, Associate Student, CUNY CC Transfer Student, Eligible to Register - 2023 Fall Term, Entry Cohort - 2021 Fall Term, ESL PLacement, Good Academic Standing, Milestone - Math, Milestone - Reading, Milestone - Writing	ENG-1101-D442

You can select students by checking the box next to their name. To select all students, click the box directly under Actions. Once you have selected your students, you can click on the Actions link to display a dropdown menu with all available actions. This action will apply to all selected students.

Students In My Courses

Term: 2023 Fall

Actions		STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
<input type="checkbox"/>	1	[REDACTED]	2023 FA - First-Year, ASAP Eligible, Bachelor Student, CUNY SC Transfer Student, Eligible to Register - 2023 Fall Term, Entry Cohort - 2023 Fall Term, HOLD: Missing Meningitis Form, HOLD: Missing MMR Immunization, Milestone - Math, Milestone - Reading, Milestone - Writing, Newly Declared Major	ENG-1101-D442	No
<input type="checkbox"/>	2	[REDACTED]	2021 FA - First-Year, Associate Student, CUNY CC Transfer Student, Eligible to Register - 2023 Fall Term, Entry Cohort - 2021 Fall Term, ESL PLacement, Good Academic Standing, Milestone - Math, Milestone - Reading, Milestone - Writing	ENG-1101-D442	No

## 2. My Issued Alerts

An important feature of Navigate is the ability for faculty to place Alerts on students in their classes. There are a variety of alerts, both positive and negative, which can be assigned. Most alerts will generate an email to the student and also automatically generate a case with the Student Success Center. A staff member will then reach out to the student to help them get some assistance with the particular situation.

You can see all of the Alerts you have issued on your home page, as well as the status of the case that has been opened with the Student Success Center.

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
04/06/2023	[REDACTED]	ACTION: Missing assignments	<a href="#">0 Open Cases</a>	No Progress Report
04/06/2023	[REDACTED]	ACTION: No longer attending course (in-person or hybrid), ACTION: Missing assignments	<a href="#">0 Open Cases</a>	No Progress Report