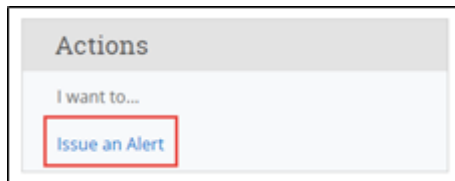


# BLAZER NAVIGATE

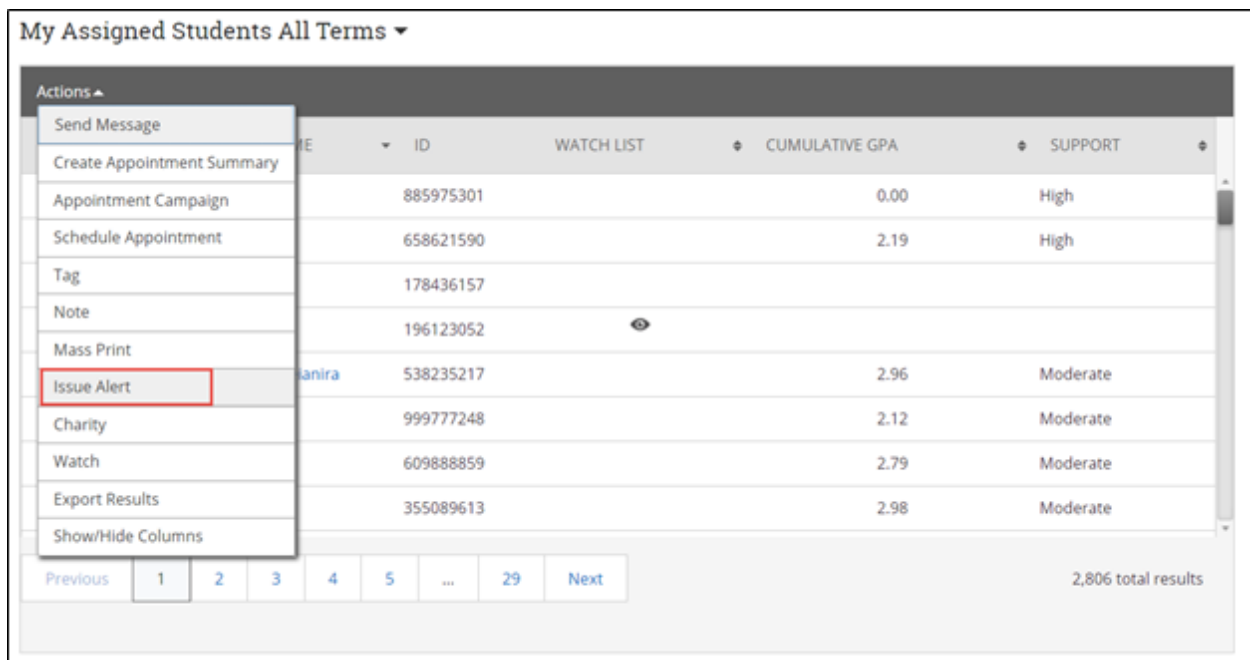
## Ad Hoc

There are several locations to issue ad hoc alerts in Blazer Navigate. They include the **Staff Home** or **Professor Home** pages, in **Advanced Search** results, or from a student profile.

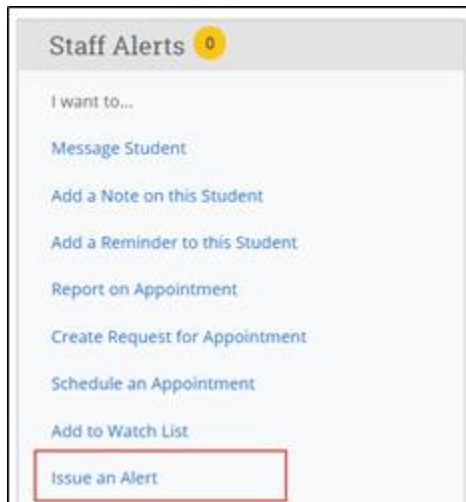
To issue an alert from **Staff Home** or **Professor Home**, select **Issue an Alert** from the **Actions** pane. A dialog then prompts you to search for the student you want to issue the alert for, as in the following screenshot.



To issue an alert from a list of students, such as **Advanced Search** results or your **My Assigned Students** pane on your home page, select a student from the list. Next, select **Actions > Issue Alert**.



To issue an alert from a student profile, select **Issue an Alert** from the **Action** pane as in the following screenshot.



Selecting **Issue an Alert** opens the **Alerts** dialog. Text boxes in the dialog are in the list that follows the screenshot.

A screenshot of a dialog box titled 'ISSUE AN ALERT' with a close button (X) in the top right corner. The dialog contains the following fields: 'Student' with the value 'Terrence Abernathy'; a text box with the placeholder 'Please select a reason for this alert' which is highlighted with a red rectangular box; a dropdown menu with the value 'Select at least one'; a label 'Is this alert associated with a specific class?' followed by a dropdown menu with the value 'Optional'; a label 'Additional Comments' followed by a large text area with the placeholder 'Please enter a comment.'; and at the bottom right, two buttons: 'Cancel' and 'Submit'.

- **Alert Reason:** Select at least one reason for issuing this alert. Alert reasons are configured by your institution. They should be sorted by Care Units and then alphabetically within the Care Unit. If your role does not include any Care Unit assignments, you only see Alert Reasons not associated with a Care Unit. Contact your Application Administrator if you have questions about your institution's alert reasons.

**Important.** Alert Reasons are tied to Care Units. If your institution uses case management workflow, each Alert Reason chosen may open a separate case for the student.

- **Association with Specific Course (Optional):** Select a course from the list if the alert is associated with a specific course the student is currently enrolled in.
- **Additional Comments:** Enter comments in this box. Staff and faculty with permission can view the alert and its comments. There is no character limit to this field.

When you select an Alert Reason when issuing an ad-hoc Alert, details and the actions that will take place are shown. If you select more than one Alert Reason, each reason's details will show beneath Additional Comments. This also shows if the alert opens a case.

ISSUE ALERT

Student

Brooklyn Abbott

Please select a reason

✕ Failed Exam

Is this associated with a specific class?

Optional

Additional Comments

Please enter a comment.

Below you will find the details for each Alert Reason chosen and what action(s) will be taken.

Failed Exam:

- An email will be sent to the user to which the Case is assigned
- An email with case details will be sent to the assigned case owner
- An email to the Alert issuer will be sent when case is closed
- A case will be opened

Cancel

Submit

**Important.** Any information you enter into Blazer Navigate pertaining to a student becomes part of their official student record. It may be subpoenaed by the student as outlined in the Family Education Rights and Privacy Act (FERPA).