

# BLAZER NAVIGATE

## QUICK GUIDE: ALERTS & REFERRALS

1. Issue an **Ad Hoc Alert** *outside* of Milestone reports ONLY AFTER unsuccessful outreach to a student.
2. Watch the **Alerts** overview video [here](#) and click link below in Step 3 for steps on submitting an **Ad Hoc Alert**.
3. **Referrals** are submitted only if, during your outreach, the student directly shares a specific support need (e.g., I think I need a tutor). You may use the Referral tool in Blazer Navigate to connect them.

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### NOTICE A CONCERN

- Attendance issues
- Missing/late work
- Low or declining performance
- Lack of materials/preparedness
- Engagement or well being

2

### REACH OUT FIRST

- Send a supportive message via Blazer Navigate
- Invite student to meet by sharing your appointment link
- Provide resources
- Allow 24 hours for response

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### IF NO RESPONSE, THEN ISSUE AN AD HOC ALERT

- Issue an **Ad Hoc Alert**
- Include specific concern
- Include helpful details
- Alert is routed to success network for follow up
- Advisor should contact student within 48 hours
- Advisors/faculty can make **Referrals** for support

### Outreach Tips

1. *I noticed you scored 40% on the second exam. I just wanted to check in and see how you're doing. If you'd like, we can schedule a meeting to talk about ways to improve.*
2. *Your current grade is a 65%, and I see that some assignments haven't been completed. I wanted to check in and see if you're okay and if you need any help understanding the material.*