Three Ways to Summarize an Interaction with a Student through Appointment Summary

For appointments scheduled with you through Navigate, add a summary from Staff Home > Appointments

Report drop-in interactions from a student's profile. Locate a student by entering their S# in the search bar. From the student's profile, select Report on Appointment.
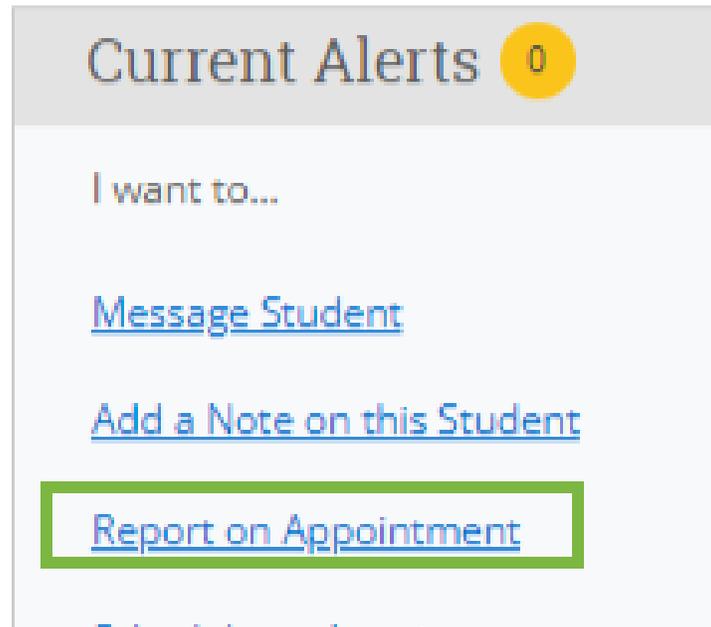
If a student is in your class or in your caseload, use the Actions menu from the Professor Home page or Staff Home page, respectively.

Staff Home ▾

Students | **Appointments** | My Availability | A

Upcoming Appointment

Care Unit: All Care Units

Actions ▲
- Send Message
- **Add Appointment Summary**
- Issue Alert
- Cancel Appointment

Current Alerts 0

I want to...

Message Student

Add a Note on this Student

Report on Appointment

Students In My Courses

Term: Spring 2023 (Default ...

Actions ▾

	INDEX	STUDENT NAME
☑	1	
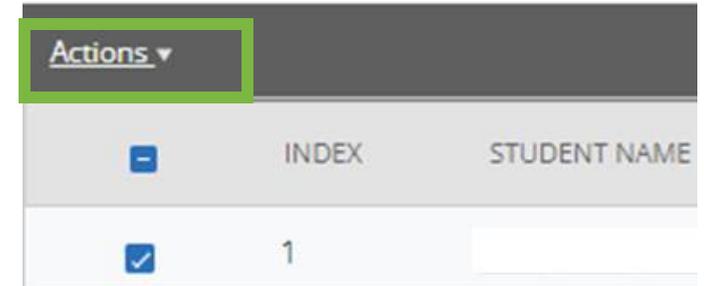
Note: Summaries are part of a student's official record and may be requested by a student anytime. Keep comments factual and related to PPSC topics.

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Issue Alerts for Students Who May Benefit from Additional Support

Instructors may receive feedback requests by email. Look out for the Student Feedback Request email.

Student Name	Would you like to submit an Early Alert?	Alert Reasons (You must choose at-least one)	How Many Absences?	Current Grade	Please provide comments for Early Alert Coach
1	○ Yes ○ No	Alert Reasons		▼	

Determine if your student may benefit from additional support outside the classroom.

If you submit an Early Alert, select your reason.

Note absences so far and current grade.

Detail your alert with key information for the coach or advisor.

Alerts can also be issued directly from your Professor Home or Staff Home page.

Actions

I want to...

Issue an Alert

Upload Profile Picture

Follow the progress of your alerts from the My Issued Alerts section of Professor Home or through the Cases icon.

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Keep Track of Students Using Student Lists

Use student lists to keep track of students for various purposes, such as follow-up, groups to include in campaigns, or students with other specific needs or requests.

Add a student to a Student List directly from the student's profile.
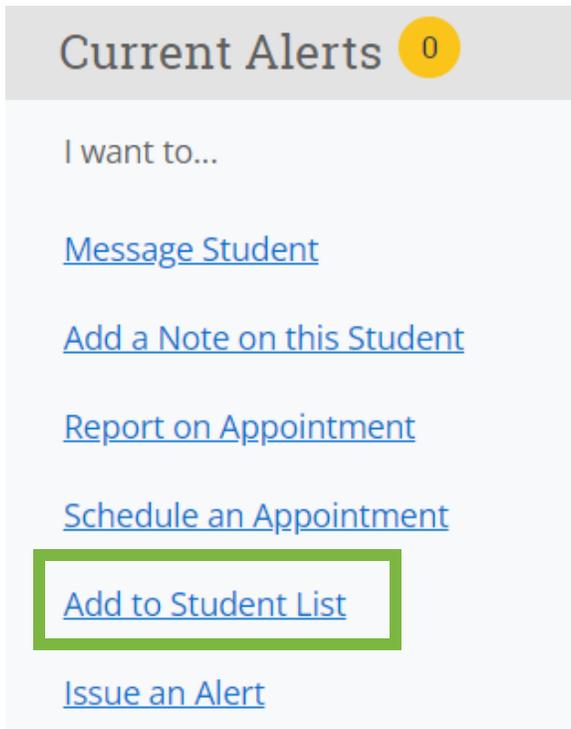
Current Alerts 0

I want to...

Message Student

Add a Note on this Student

Report on Appointment

Schedule an Appointment

Add to Student List

Issue an Alert

Or add student(s) to a list from the **Advanced Search** or **Lists & Saved Items** icons. Access your lists from Lists & Saved Items or from Staff Home > List Type.

Lists can be applied as a filter in Advanced Search > Student Information. Use this filter to decrease manual work in Excel, add students to campaigns, and more.
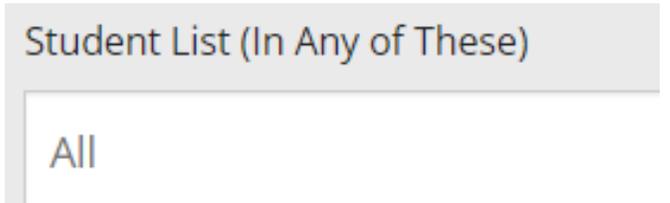
Student List (In Any of These)

All

Navigate Quick Tips

Search for multiple students at once using S#s. Copy and paste S#s from a column, such as Excel or Notepad, directly into the keyword box in Advanced Search. Navigate can search for approximately 300 students at a time.

Track dynamic data by saving search filters. Keep track of which students meet specific search criteria by selecting the Save button on your search results. Visit the Lists & Saved Items icon to view updated search results. Students who meet your criteria will appear in the results while students who no longer meet the criteria will no longer appear in the results.

Find contact information, recent interactions and visits, course information and more from a student's Navigate profile. Find a student's profile by entering their S# or PPSC student email address in the Quick Search bar. Once on a student's profile, take a moment to select the different tabs, such as Reports/Notes and Courses, and scroll through each page for details.

Access the Help Center for immediate troubleshooting, tips, and resources. The Help Center is located in the top right of your Navigate Staff account. Select the question mark icon > Help Center.

For additional tips, search "Navigate" from the PPSC website search bar and select Navigate|PPSC.