WELCOME TO
Navigate 360°

FACULTY GUIDE

Navigate is an interactive tool designed to help students succeed and enhance the Kingsborough College experience for everyone

Professor Home Screen

1. View current and past courses organized by term

2. Use the Student Search bar to access specific student information

Navigate360 | **STUDENT SUCCESS**

Begins on 09/05/2024

(RPE-3500) Therapeutic Recreation for Individuals with Disabilities II | 09/05/2024 - 12/16/2024
R 11:30am - 1:00pm ET
Not Specified

Actions

The " *Action* " button enables you to send email messages and issue "Alerts," which include Flags, Kudos and Referrals that an instructor can raise for one or multiple students

Students In My Courses

Term: 2024 Fall Term (Defaul... ▼

Actions ▼

	INDEX	STUDENT NAME	COURSE(S)		AT RISK?
☐	1	Andriasova, Natella	RPE-3100-01		No
☐	2	Aptsiauri, Mariam	HE-4200-02		No
☐	3	Arecius, Jonathan	HE-4200-02		No
☐	4	Aristilde, Pedymix	RPE-1100-02		No
☐	5	Birch, Karissa	HE-4200-02		No
☐	6	Brown, Shemar	RPE-1100-02		No

Use the vertical scroll bar to navigate up and down the page

Send Message

Students In My Courses

Term: 2024 Fall Term (Defaul...

Actions ▲
Send Message
Issue Alert

	STUDENT NAME	COURSE(S)
	Andriasova, Natella	RPE-3100-01
2	Aptsiauri, Mariam	HE-4200-02
3	Arecius, Jonathan	HE-4200-02
4	Aristilde, Pedymix	RPE-1100-02
5	Birch, Karissa	HE-4200-02

Send A Message

To: Student Name, Student Name 2, Student Name 3

Subject:

Message:

Paragraph
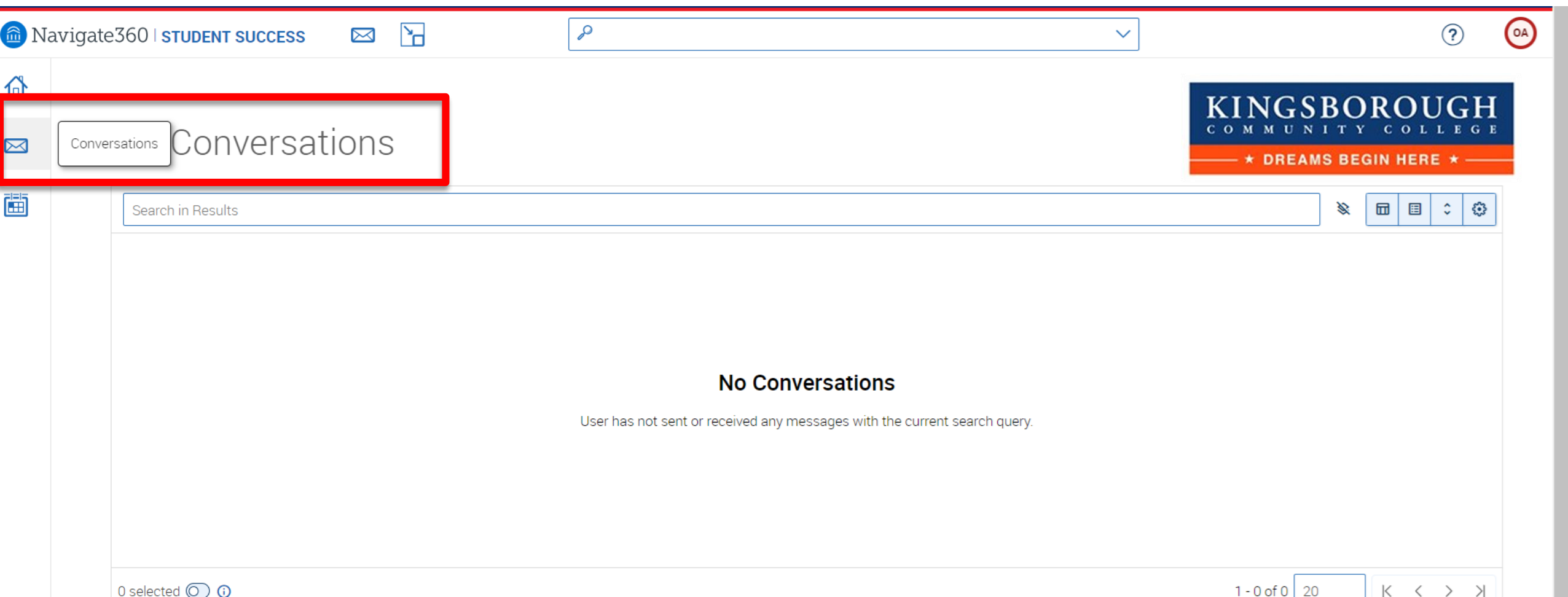
Class is Cancelled today August 31, 2024

Add Attachment:
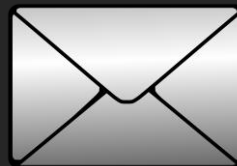
Drag & Drop your files or Browse

Send Additional E-mail Notifications To:

Send Message   Cancel

The student hyperlink will take you to the student's profile page

Conversations Icon

Students who reply to your email will appear on your "Conversations" screen

Issue Alert

Issue Alert

What You Should Know

- Students will not see other recipients when using "**Send Message**" or "**Issue Alert**"

- Add a comment to help the staff member better assist the student

- Emails will be sent to the student(s) and the assigned staff member

ISSUE ALERT ✕

Issuing Alerts for 3 Students. **(Show all)**

Please select a reason

✕ Attendance Concern   ✕ Lack of Engagement in Course

Additional Comments

Please enter a comment.

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

Attendance Concern:

- Student will receive an email that will include this Alert Reason
- An email will be sent to the student's assigned: Advisor that will include this Alert Reason
- 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 and assigned to a staff

Lack of Engagement in Course:

- An email will be sent to the student's assigned: Advisor that will include this Alert Reason
- 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 and assigned to a staff

Cancel   **Submit**

Navigate360 | **STUDENT SUCCESS**

	4	Deane, Tomeka	NUR-1900-01C3	No
	5	Destefano, Vanessa	NUR-1900-01C3	No
	6	Placencio, Odalis	NUR-1900-04C1	No

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
08/20/2024	Bah, Fatoumata Binta	Lack of Engagement in Course	1 Open Case	No Progress Report

My Issued Alert - | To review an " Open Case," click the button |

There are two types of "Alerts": The first type doesn't require staff to take action, such as a Kudo. The second type requires staff action and opens a case, such as a Referral or Flag.

Case Info

CASE INFO ✕

Alert For **Student Name**

Issued on 08/20/2024 @ 11:45am ET

Alert Reason	Status	Case Outcome
Lack of Engagement in Course	Case Open	

CASE OUTCOMES

Outreach attempted with no connection made

Student took recommended action

The concern was successfully addressed

Student Hand Raise Answered

End of semester/ Closing case

Student Hand Raise Not Answered

Student is not interested in support service

The alert was sent in error

The concern was not successfully addressed

Progress Reports –

Identify and address concerns related to student attendance, engagement, or academic performance by referring them to appropriate resources such as tutoring services, the Access Resource Center (ARC) for assessing eligibility for government benefits, food assistance, and other support, the Center for Career Development & Experiential Learning, and financial aid. Additionally, send kudos to students who are excelling to acknowledge their achievements

Student Feedback

Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor Sullivan:

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

2583308004-Section FLC Fashion Studies -AJM

	Student Name	Do you have feedback on this student?	Alert Reasons (You must choose at least one if you have a concern about the student)	Comments
1	Baby, Boss Student ID: bossbb	○ Yes ○ No	Alert Reasons ▽	
2	Winslow, Eddie Student ID: 24681012	○ Yes ○ No	Alert Reasons ▽	

Comments help the staff members better assist the student

Select Yes/No

ALERT REASONS

Access Resource Center Free Services (ARC) Referral

In Danger of Failing

Keep Up the Good Work

Lack of Engagement in Course

Low Quiz/ Test Scores

Showing Improvement

Tutoring Referral

You are off to a Good Start

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

NAVIGATE