



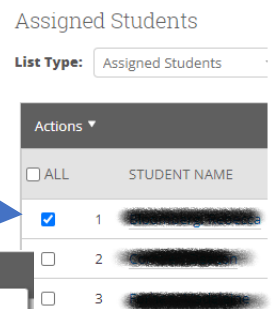
## How to submit an Academic Cares using Navigate

**STEP ONE:** Log into Navigate [HERE](#) (use KSC credentials)

**STEP TWO:** Toggle to your Professor Home page

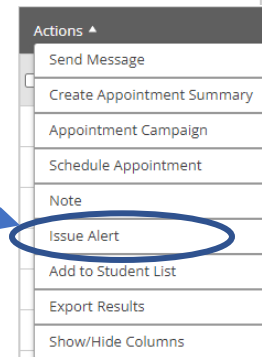


**STEP THREE:** From the Professor home page, Select the box next to the students' name from your Assigned Students list (in your course) you would like to submit an Academic Cares for.



**STEP FOUR:** Using the Actions drop-down menu, select *Issue Alert*

**STEP FIVE:** Select an Academic Cares Reason from the list of Cares Alerts.



*You can add the course detail and any additional comments that you think might be helpful.*

Please select a reason for this alert

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

- Academic Cares: Attendance or Punctuality Issues
- Academic Cares: Low quiz/exam scores
- Academic Cares: Student is currently failing class
- Academic Cares: Student is not prepared/engaged during class
- Academic Cares: Student needs Academic Support
- Academic Cares: Performance below avg/incomplete/missing work

**STEP SIX:** Click **SUBMIT**