

NaviGate Prepared : Web Respond

How-to Reference Guide

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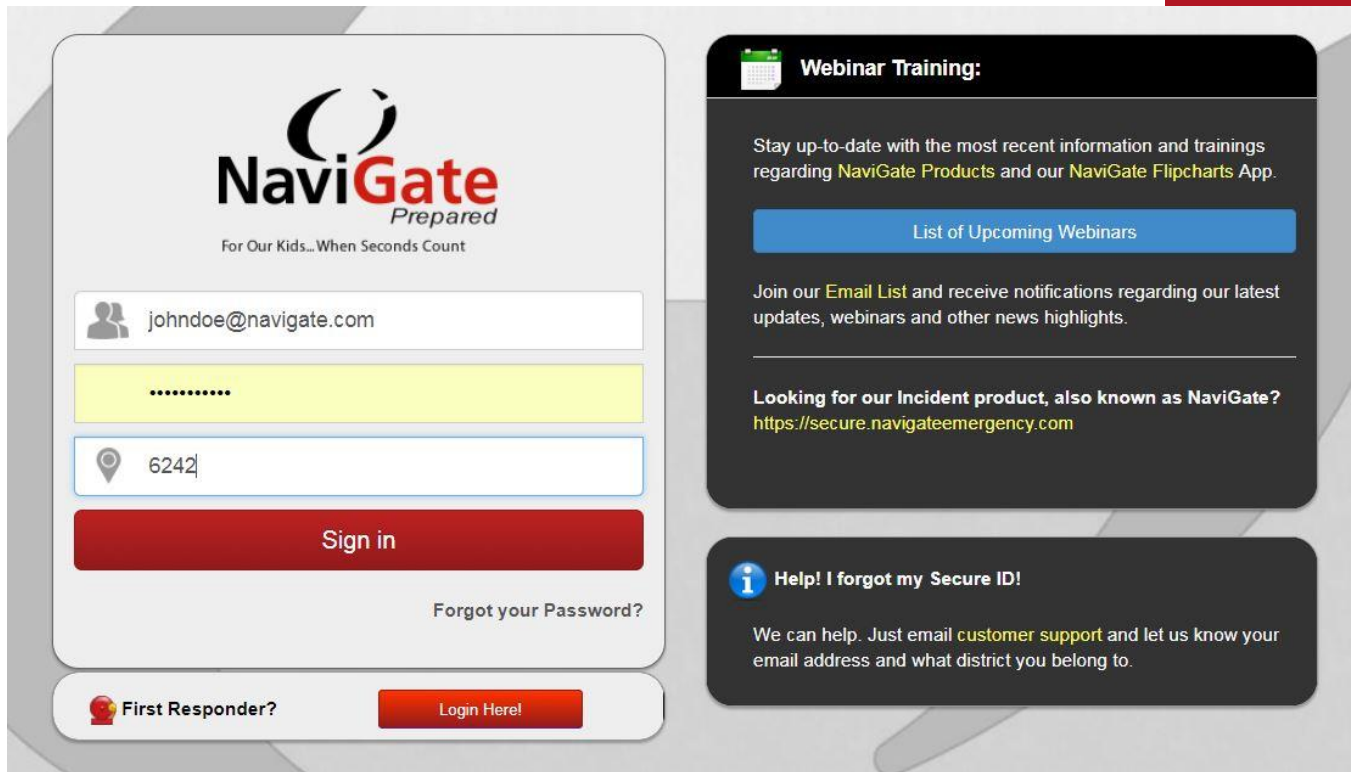
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Logging In

To first get started with using Web Respond, you will need to log into NaviGate Prepared. To do so, use the URL of secure.navigateprepared.com. After going to the site, you will then use your provided login credentials as shown below.



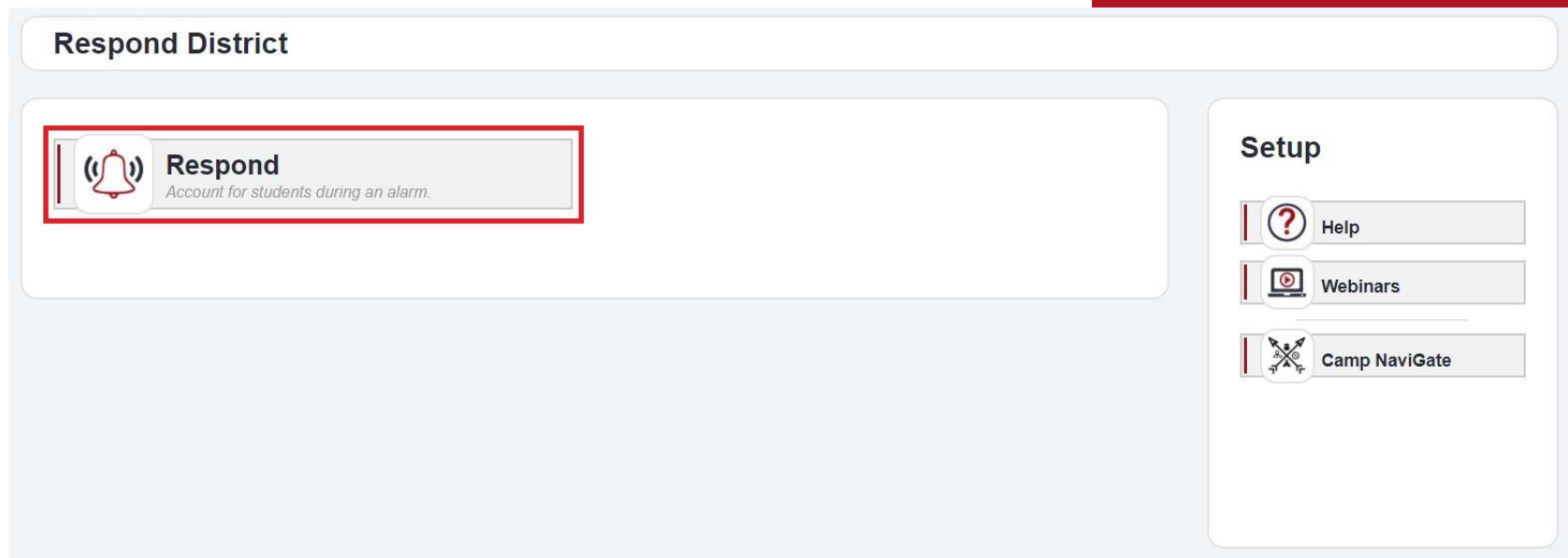
The screenshot displays the NaviGate Prepared login interface. On the left, the NaviGate Prepared logo is shown with the tagline "For Our Kids... When Seconds Count". Below the logo are three input fields: an email field containing "johndoe@navigate.com", a password field with masked characters, and a district field containing "6242". A red "Sign in" button is positioned below these fields, with a "Forgot your Password?" link underneath. At the bottom left, there is a "First Responder?" link and a "Login Here!" button. On the right side of the page, there are two dark grey informational boxes. The top box, titled "Webinar Training:", provides information about staying up-to-date with NaviGate Products and Flipcharts App, includes a "List of Upcoming Webinars" button, and offers an "Email List" sign-up. The bottom box, titled "Help! I forgot my Secure ID!", provides instructions on how to request assistance via customer support.



Logging In

Once logged in, your screen will look like the screen below. You will now see where you have access to Respond and the Help Section. Please feel free to use the Help Section as well to view other How-To Guides and videos. As well as signing up for upcoming webinars, and viewing previous webinars.

Go ahead and click the Respond tab to start utilizing Web Respond.



Initiating an Alarm



Once you are in the screen for Respond, you will be able to view current alarms as well as initiate a new alarm. If no other alarms are active and you need to initiate an alarm, go ahead and click on “Activate Alarm.”

Please Note

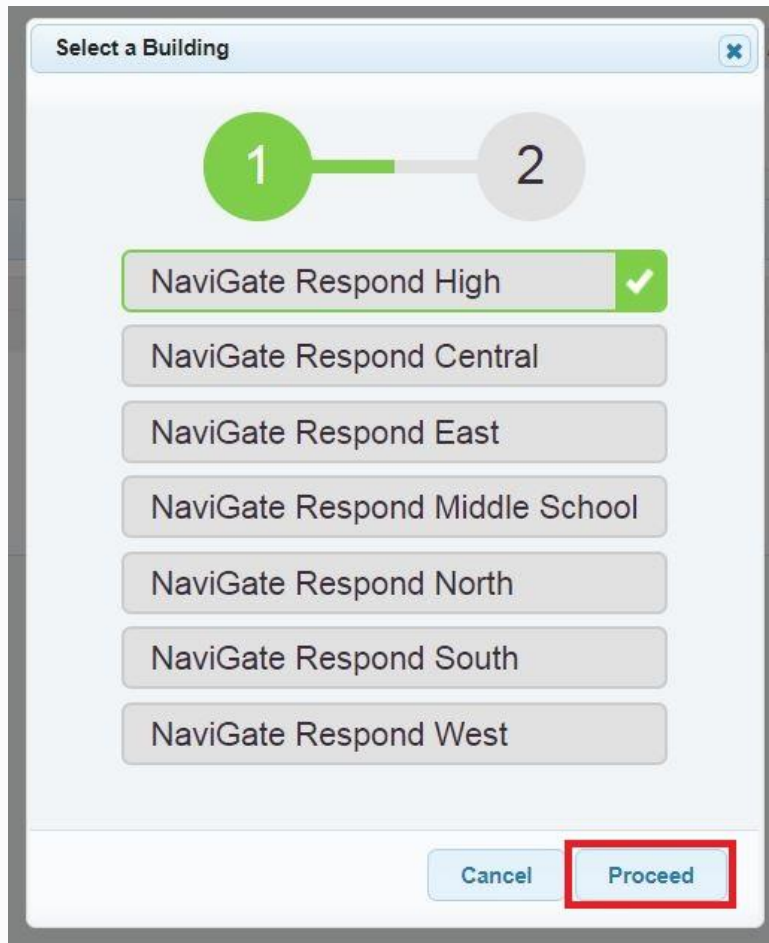
When initiating an alarm, the sound notification will ONLY be heard on devices with the app loaded, and sound turned on. There will be no sound notification for other Web Respond users.

The screenshot displays the Web Respond interface. At the top right, there is a grey box with the text "Alert your building to a threat or danger:" and a blue button labeled "Activate Alarm" which is highlighted with a red rectangular border. Below this is a section titled "Active Alarms" with a red alarm bell icon. Underneath the title is a table with two columns: "Name" and "Initiated". The table is currently empty, and the text "No alarms are currently active." is centered within the table area.

Initiating an Alarm



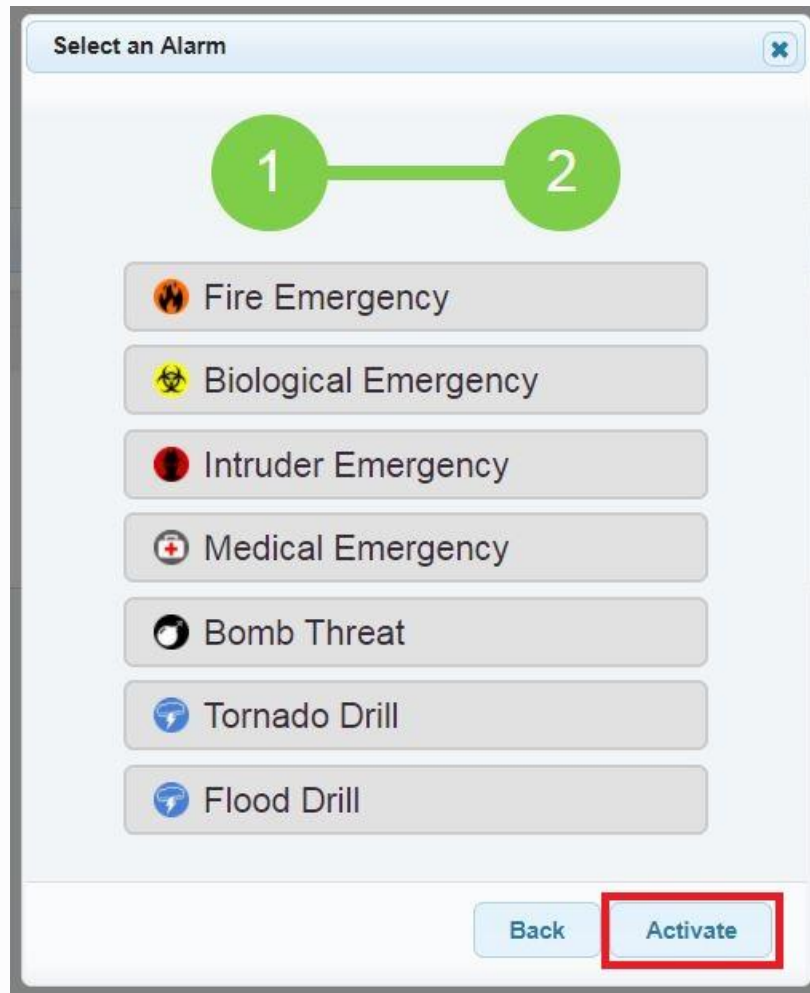
After selecting the button for Activate Alarm, you will then see a screen come up asking you to select a building. Go ahead and select your desired building, and then hit “Proceed.” This will take you to the next screen when you will be able to select the type of alarm you wish to initiate.



Initiating an Alarm



Here is where you will be able to choose the alarm you wish to activate. Go ahead and select the alarm type, and then click “Activate.” Another prompt will come up asking if you are sure, so go ahead and click “Yes” if this is the alarm you wish to activate for the selected building.



Accounting for Students



Once the alarm is set, you will then be able to start accounting for students. Additional staff will then be able to do this as well. If you are a teacher with classes assigned to you, your screen will look like the screen below. You will want to make sure “My Classes” is selected, and you will be able to select what class you are currently in for attendance.

The screenshot displays the NaviGate Respond High Fire Emergency interface. At the top left, there is a logo with a flame and the text "NaviGate Respond High Fire Emergency". To the right, it says "Activated: 3:13 PM by Appel, David". On the far right, an "ALARM DURATION:" timer shows 7 minutes and 17 seconds.

The main interface is divided into two primary sections:

- Select a Class:** This section features a "Filter:" dropdown menu with "My Classes" selected. Below it is a search box labeled "Search My Classes" with a magnifying glass icon. A "Create Custom Roster" button is located to the right of the search box. A list of classes is shown, each with a "Select" button. The first class, "Art 1", has its "Select" button highlighted with a red box. Other classes include "Art 2", "Art Credit Flex Option - H. Agar - 12", "Test", and several "ART I" and "ART I/A" classes. At the bottom of the list, it says "22 classes found".
- Student List:** This section shows "Class: No class selected". Below this is a legend with three items: "Unaccounted" (marked with a red X), "Accounted" (marked with a green checkmark), and "Absent" (marked with a yellow minus sign). A table header is visible with columns for "Name" and "Grade". The table content is empty, displaying "No students could be found." At the bottom of the section, it says "0 students found".

At the bottom left, there is a section titled "Your Submitted Classes" with a table header "Class". The table content is empty, displaying "You have not checked in any classes yet."

Accounting for Students



Once your class is selected, you will see it populate on the right hand side under Student List. From here, you can then start accounting for your students. If all students are present, you can go ahead and select the “Mark All Present” button. You can always go back and mark students absent and unaccounted for as well. Just simply click the students name to toggle between difference attendance settings. Once all students have been accounted for, go ahead and click the “Submit Roster” button. This will sent your count to the admins.

The screenshot shows a web interface for managing a student roster. At the top, it says "Student List" and "Class: Test". Below that is a legend with three status options: "Unaccounted" (red X icon), "Accounted" (green checkmark icon), and "Absent" (yellow minus icon). There is a search bar labeled "Search This Roster" with a magnifying glass icon. Below the search bar are two buttons: "Mark All Present" and "Add Student". The main part of the interface is a table with two columns: "Name" and "Grade". The table lists 13 students, each with a status icon in the right margin. The first two rows, "Ball, Diana La" and "Cain, Benjamin Da", are highlighted with a red border. The first row has a yellow minus icon, and the second row has a red X icon. The remaining 11 students have green checkmark icons. At the bottom of the table, it says "13 students found • 12 modified". Below the table is a red banner with the text "Your changes have not been saved." and a "Submit Roster" button.

Name	Grade	Status
Ball, Diana La		Unaccounted
Cain, Benjamin Da		Unaccounted
Everhart, Grant Wa		Accounted
Furbay IV, Grafton Ed		Accounted
Gonzalez De Jesus, Lauryn Na		Accounted
Hopkins, Tyler Ed		Accounted
Kinsey, Bryce An		Accounted
Masters, Tyler Ma		Accounted
Palmer, Nathaniel Ca		Accounted
Quillin, Ty An		Accounted
Ripley, Nakia Im		Accounted
Solis, Lauren Cl		Accounted
Stieber, Milena Ru		Accounted

Adding Students



Even if you have already submitted a roster, you can always add additional students to your roster. You can do this before submitting a roster as well. To do so, go ahead and click “Add a Student” This will then bring up the next screen showing all of the unaccounted for students.

Student List

Class: ART I - H. Agar

Legend: Unaccounted Accounted Absent

Search This Roster

[Mark All Present](#) [Add Student](#)

Name	Grade	
Bean, Rebekah El		
Bloom, Alexis Ni		
Butcher, Carli Ni		
Clark, Alexander Jo		
Jackson, Marie Ni		
Lorenzo Brown, Sarah Di		
Lorenzo Dela Cruz, Ian Ri		
Miller, Riley Ra		
Palmer, Nathaniel Ca		
Ramos, Sara Da		
Thompson, Jillian Ma		
Wren, Quintin Xa		

Adding Students



Once at this screen, you will be able to add desired students to your roster. You can also filter to show all unaccounted for, or all students. You will have the option to type in the students name into the search box, or to select them from the name list. To add the student, go ahead and click the Add button beside the students name. A prompt will then come up to ask if you are sure, go ahead and click “OK” if that is correct.

The screenshot shows a dialog box titled "Add a Student" with a close button (X) in the top right corner. Below the title bar, there is a "Filter:" dropdown menu set to "Unaccounted". Below the filter is a search box labeled "Search Unaccounted Students" with a magnifying glass icon. The main content is a table with columns for "Name" and "Grade". Each row in the table has an "Add" button to its right. The first row, "Abbuhl, Alanis Ka" in grade 10, has its "Add" button highlighted with a red box. At the bottom of the table, it says "837 students found". A "Close" button is located at the bottom right of the dialog box.

Name	Grade	Add
Abbuhl, Alanis Ka	10	Add
Abbuhl, Sierra Je	11	Add
Adam, Emma Ly	09	Add
Adelman, Andrew Ca	10	Add
Agar, Kailey Ci	10	Add
Ajanel, Gary Ev	12	Add
Albritton, Joseph Pa	09	Add
Alderman, William Mi	12	Add
Alexander, Robert Ro	10	Add
Alsept, Kristina An	12	Add
Alsept, Steven Ja	12	Add

Adding Students



You can then close out the unaccounted for box, and it will take you back to your student list. You will now see that student or students that were added to your list. Once that is complete, you are ready to Submit Roster.

Also note that the students you added to your roster will indicate they were accounted for by you on the teachers roster that they are currently supposed to be in.

The screenshot shows a web interface titled "Student List" for the class "ART I - H. Agar". It includes a legend for "Unaccounted" (red X), "Accounted" (green checkmark), and "Absent" (yellow minus sign). A search bar and buttons for "Mark All Present" and "Add Student" are present. A table lists 13 students, with the last one, Steven Alsept, highlighted in red and marked as "Accounted". A green banner at the bottom states "The class has been submitted. 09/21/17 09:02 AM" and a "Submit Roster" button is highlighted in red.

Name	Grade	Status
Bean, Rebekah El		Unaccounted
Bloom, Alexis Ni		Unaccounted
Butcher, Carli Ni		Unaccounted
Clark, Alexander Jo		Unaccounted
Jackson, Marie Ni		Unaccounted
Lorenzo Brown, Sarah Di		Unaccounted
Lorenzo Dela Cruz, Ian Ri		Unaccounted
Miller, Riley Ra		Unaccounted
Palmer, Nathaniel Ca		Unaccounted
Ramos, Sara Da		Unaccounted
Thompson, Jillian Ma		Unaccounted
Wren, Quintin Xa		Unaccounted
Alsept, Steven		Accounted

13 students found

The class has been submitted. 09/21/17 09:02 AM

[Submit Roster](#)

Creating Custom Roster



Another option you have is to create a Custom Roster. This feature would be for users that do not have actual class rosters, but might have some students with them at the time of the drill or emergency. To create a Custom Roster, go ahead and click “Create Custom Roster” from the main page. This will then give you a blank roster to add students to in the Student List screen on the right hand side. Once you have the blank roster, students are added just as they were shown above in the “Adding Students” section.

A screenshot of a web interface titled "Select a Class". It features a "Filter:" label, a dropdown menu currently showing "My Classes", and a search bar with the placeholder text "Search My Classes" and a magnifying glass icon. A button labeled "Create Custom Roster" is highlighted with a red rectangular border.



Need Help?

We're here for you!

800.681.7400

1776 Tech Park Drive, NE
Suite 221
New Philadelphia, OH 44663

www.navigateprepared.com

