



Quick Start Guide for EAB Navigate – Faculty

UAF has launched the EAB Navigate platform for advisors, faculty, and staff with the goal of helping students explore a path to timely graduation completion with data, services, and supportive connections. Use this Quick Start Guide to make the most of your experience.

GETTING STARTED

Login to EAB Navigate using your university credentials!

<https://uaf.navigate.eab.com/staff>

KEY PLATFORM FEATURES

Perform These Key Actions to Identify, Communication With, and Support Students

- **Reference the Student Profile** – After clicking on a student’s name through your Professor Home, or the Quick Search, note their Academic progress and any areas of concern with the various tabs on a student’s profile
- **Issue an Alert** - Use this feature to submit an early alert on a student who may be at risk. This can be done ad hoc or through progress reports.
- **Mass Email a Group of Students** – Use ‘Send a Message’ from the ‘Actions’ drop-down to contact student in your courses list.

The screenshot shows the 'Professor Home' interface. At the top, there is a 'Campus Student Success Collaborative' header with a logo, and a 'Fall Semester 2018' dropdown menu. A red sidebar on the left contains icons for home, mail, calendar, and a graph. The main content area is titled 'Professor Home' and includes a 'Class Listing' table with columns for 'CLASS NAME', 'TIME', and 'ROOM'. Below this is a 'Students In My Classes' table with columns for 'INDEX', 'STUDENT NAME', 'CATEGORY', 'COURSE(S)', and 'AT RISK?'. On the right side, there are two panels: 'Actions' with a dropdown menu and 'Quick Links' with several links.

CLASS NAME	TIME	ROOM	
(ECON-S100) *Intro to Economics			Progress Reports
(ECON-S201) *Principles of Macroeconomics			Progress Reports
(ECON-S202) *Principles of Microeconomics			Progress Reports
(ECON-S450) Money and Banking			Progress Reports

INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
1	Student A	Campus - UAS	ECON-S202-KD1	No
2	Student B	Campus - UAS	ECON-S100-KD1	No

Student Profile

Overview: On the professor home, click on a student's name to navigate to their profile. On the overview page, find information regarding the student's past academic performance, major history, and predicted risk level.

Overview
Success Progress
History
Class Info
Major Explorer
Path
More ▾

Course Grade
D/F
2 ▾

Repeated
Courses
1 ▾

Withdrawn
Courses
1 ▾

Missed
Success Markers
0

Cumulative
GPA
2.42 ▾

Total Credits
Earned
93.00

Credit Completion %
at this Institution
94%

Concern
Moderate [View detail](#)

Political Science
Bachelor of Arts
College of Arts & Sciences

STUDENT ID
610832550

ALTERNATE ID
1234567891

CLASSIFICATION
Senior

MOST RECENT ENROLLMENT
Fall Semester 2017

Class Info: Click on the Class Info tab to see the courses a student is enrolled in for the current term as well as the unofficial academic transcript.

Classes This Term

Actions ▾

	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
<input type="checkbox"/>	POLS2401-A GLOBAL ISSUES	Daria Aleksandrova (Academic Coun)	MTWRF 10:00a-12:00p Biology Building			1..(1)
Ended on 06/20/2018						

Term Details

Fall Semester 2017 ▾

-- (3)	AAS2010 A	INTRO TO AFRICAN-AMER S...	RW	
-- (3)	FREN1002 A	ELEMENTARY FRENCH II	RW	
-- (3)	POLS4230 A	AFRICAN POLITICS	RW	
-- (3)	POLS4900 D	SENIOR SEMINAR	RW	

Term at a glance:

Credits: 0

Credit Comp %: -

Term GPA: -

Cum GPA: 2.42

Academic Standing: Good Standing

Spring Semester 2017 ▾

-- (3)	POLS3400 A	INTERNATIONAL POLITICS	RW	
-- (3)	POLS4162 A	POLITICS AND THE MEDIA	RW	
-- (3)	SPAN3310 A	HISPANIC CULTURE-CTW	RW	
-- (3)	WGS52010 A	INTRO WOMEN'S/GENDER/...	RW	

Term at a glance:

Credits: 0

Credit Comp %: -

Term GPA: -

Cum GPA: 2.42

Academic Standing: Good Standing

Issue an Alert

Three ways to Issue An Alert

- 1. Professor Home:** On the right hand side of the professor homepage, click Submit an Alert. When using this method a student must be selected using a name or student ID to search for them. The alert dialogue box also asks for the reason(s) the student needs assistance, users will choose from a pre-set list of reasons that the SSC Leadership Team has created. Additional fields on the alert dialogue box are the option to select if the concern is related to a specific course and to add any comments related to the issue or referral.

Campus Student Success Collaborative

Fall Semester 2018

Professor Home

Class Listing

CLASS NAME	TIME	ROOM
(ECON-S100) *Intro to Economics		Progress Reports
(ECON-S201) *Principles of Macroeconomics		Progress Reports
(ECON-S202) *Principles of Microeconomics		Progress Reports
(ECON-S450) Money and Banking		Progress Reports

Actions

I want to...

Issue an Alert

Quick Links

Take me to...

- [Schedule General Event](#)
- [School Information](#)

ISSUE AN ALERT

Student

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

Issue an Alert

Three Ways to Issue an Alert

- 2. Professor Home:** On the professor home page, scroll down to Students in My Classes. Click on the box beside a student name. Click on Actions on the gray toolbar and choose Issue Alert. When using this method the student's name will be auto-filled in the dialogue box.

The screenshot shows the 'Students In My Classes' interface. At the top, there is a table with columns: STUDENT NAME, CATEGORY, COURSE(S), and AT RISK?. Below the table, there is an 'Actions' dropdown menu. The 'Issue Alert' option is highlighted with a red box. The table contains the following data:

	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
	Student A		ECON-S202-KD1	No
<input checked="" type="checkbox"/>	2	Student B	ECON-S100-KD1	No
<input type="checkbox"/>	3	Student C	ECON-S100-KD1	No
<input type="checkbox"/>	4	Student D	ECON-S202-KD1	No

The screenshot shows the 'ISSUE ALERT' dialog box for student Hannah Mitchell. The dialog box contains the following fields and options:

- Student: Hannah Mitchell
- Please select the reason you believe this student needs assistance:
- Is this alert associated with a specific class?:
- Additional Comments: Please enter a comment.
- Submit button and Cancel button.

The dropdown menu for reasons is open, showing the following options:

- Drop - Student Never Commenced Attendance
- Challenges with Technology Related to Course
- Academic Difficulty Due to Personal Issues Outside Classroom

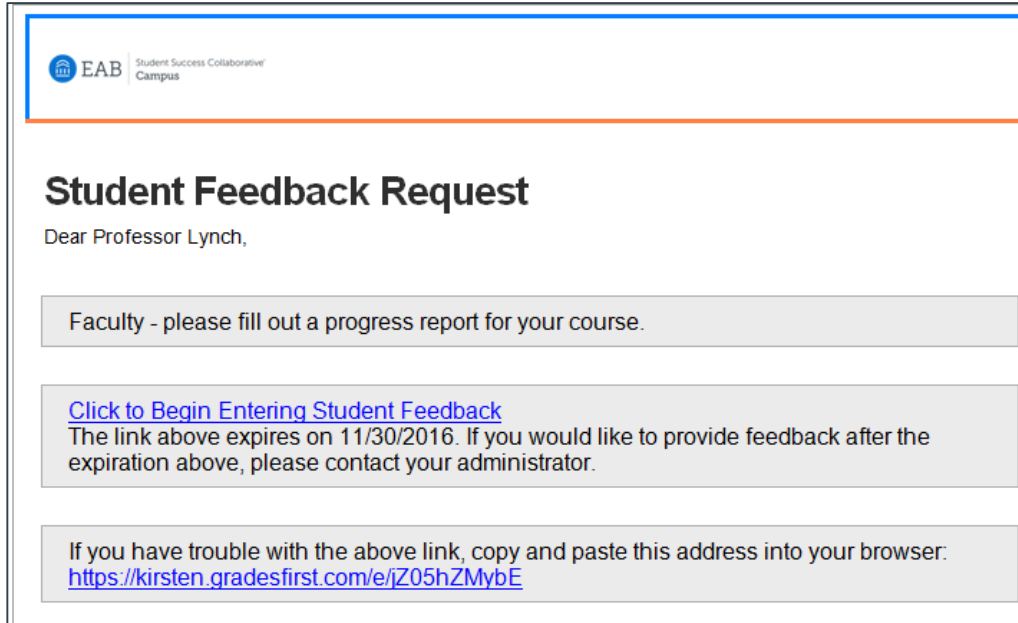
- 3. Student's Profile:** Use the Quick Search to find the student with whom you met. Once on the student's profile, navigate to the right hand menu. In the "I Want To..." actions section there will be an option to Issue an Alert.

The screenshot shows the 'Staff Alerts' dropdown menu. The menu is titled 'Staff Alerts' with a yellow badge showing '20'. The menu items are:

- I want to...
- Message Student
- Add a Note on this Student
- Add a Reminder to this Student
- Report On Advising Appointment
- Report On Tutoring
- Schedule an Appointment
- Add to Watch List
- Issue an Alert

Progress Reports

Filling Out Progress Reports: As a faculty member you will receive an email during the semester prompting you to provide feedback on students in your courses. The email will be similar to the below:



By clicking on the link within this email you will be taken to a web page that displays the courses you teach and the class roster for those courses. You will be asked to report on whether the students are at risk to fail your course and why; you are able to provide as many reasons as apply. You are then able to provide optional information on the absences and grades of the student as well as share any additional context.

Only those students for whom you are concerned about need to be marked, the un-marked students can be submitted as not at-risk in the course by clicking the blue button at the bottom of the screen once finished.

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 Lynch:
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.

ACCT225-6 INTRO TO FINANCIAL ACCT

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	Absences	Grade	Comments
1 Angell, Eric Student ID: 6437233	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2 Bigs, Shannon Student ID: 1008552	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
3 Kelley, Chris Student ID: 1163221	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
4 Mopar, Roy Student ID: 1163147	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

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.

Message a Student

Home: From any Home screen with either students assigned or students enrolled in a course, messages can be issued by selecting the box beside the student's name(s) and choosing the Send Message option from the Actions dropdown. When using this method the student's name and therefore institution-specific email address will be auto-filled in the dialogue box.

Students In My Classes

Actions		STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
<input type="checkbox"/>		Student A		ECON-S202-KD1	No
<input checked="" type="checkbox"/>	2	Student B		ECON-S100-KD1	No
<input type="checkbox"/>	3	Student C		ECON-S100-KD1	No
<input type="checkbox"/>	4	Student D		ECON-S202-KD1	No

SEND A MESSAGE TO CALLA BEACH

Send E-mail | Send Text

To: Calla Beach

Subject:

Message:

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

Cancel