



# Quick Start Guide for EAB Navigate – Faculty

UVM 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.

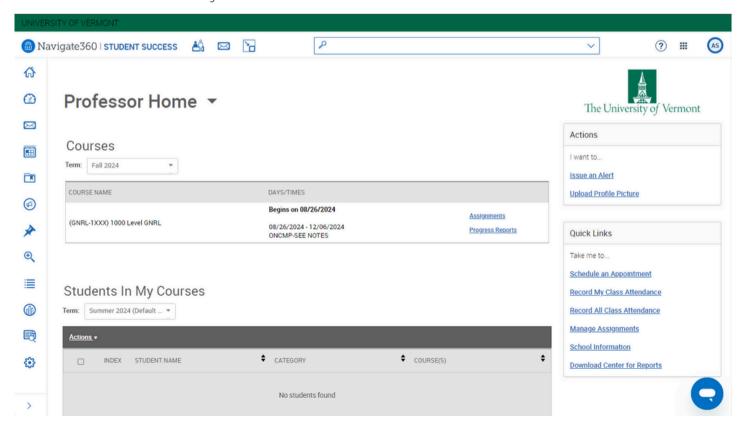
#### **GETTING STARTED**

Login to EAB Navigate using your university credentials! <a href="https://uvm.campus.eab.com">https://uvm.campus.eab.com</a>

#### **KEY PLATFORM FEATURES**

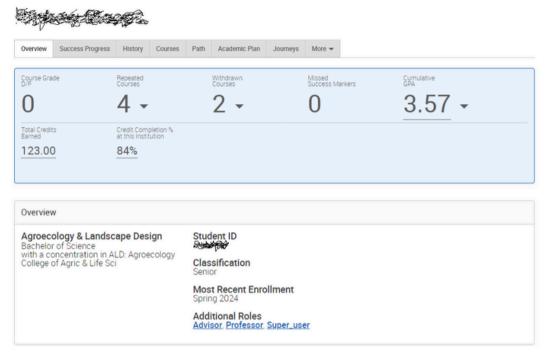
Perform These Key Actions to Identify, Communication With, and Support Students

- 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.

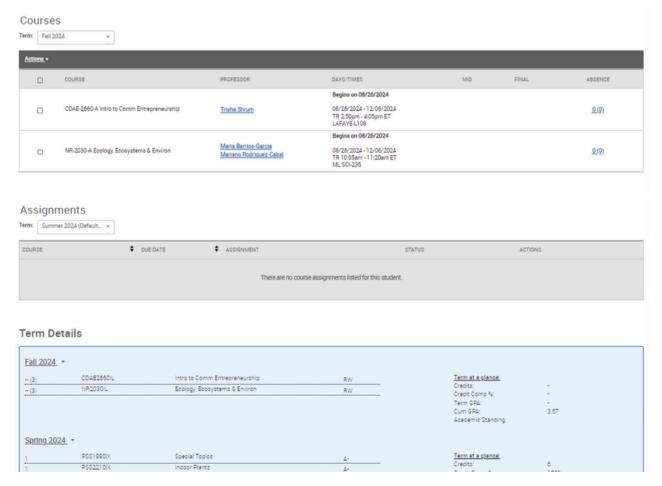


# Student Profile

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.



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

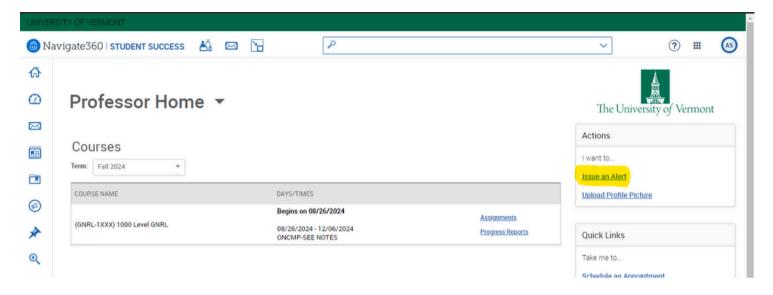


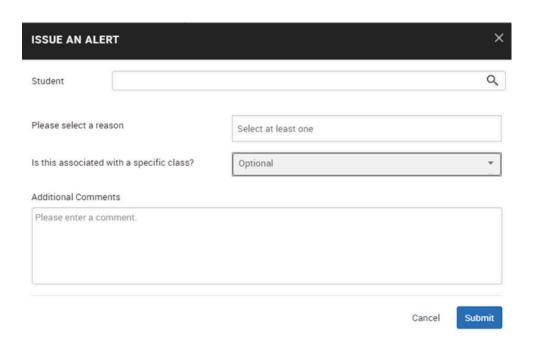
2

### 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.

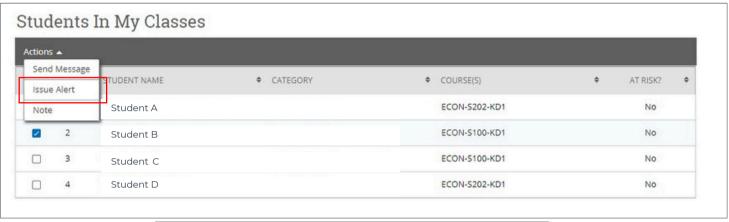


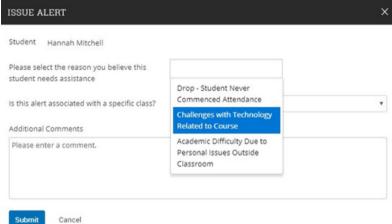


# Issue an Alert

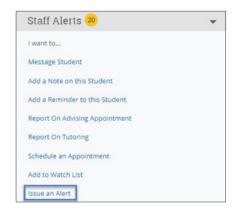
### Three Ways to Issue an Alert

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.



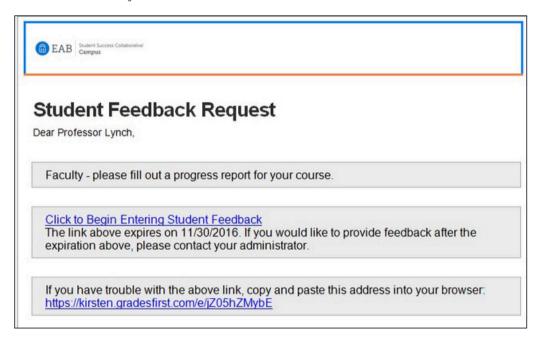


3. Student's Profile: Use the Quick Search to find the student with whom you met. Once on the student's profile, navigate to the right hand menu. In the "I Want To..." actions section there will be an option to Issue an Alert.

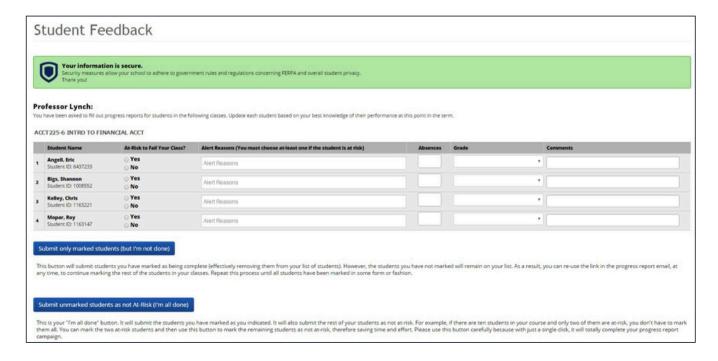


# **Progress Reports**

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 of concern in your course and why; you are able to provide as many reasons as apply. You are then able to provide <u>optional</u> 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 of concern in the course by clicking the blue button at the bottom of the screen once finished.



5

# 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 autofilled in the dialogue box.

