## Navigate Faculty Quick Guide

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### Accessing Navigate

Access Navigate from the Faculty page in myMemphis or directly at [https://memphis.campus.eab.com](https://memphis.campus.eab.com)

### Questions?

Contact Ryan Crews at 678-3528 or [SSCCampus@memphis.edu](mailto:SSCCampus@memphis.edu)
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Recording Class Attendance

Daily attendance tracking in Navigate is a convenient way for faculty to record attendance and share vital information with academic advisors, academic coaches, and others working with students in your classes. Navigate also generates a notice to students each time they are marked absence. This is an important reminder to students that faculty do in fact notice when they do not attend class.

How to Record Class Attendance

From Professor Home, select Record My Class Attendance

Select Course and Class Meeting Date
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Mark each student who was not present as **Absent**

Mark all others as **Present** by selecting **Mark Remaining Present** and then Click **Save Attendance**
Early Intervention Progress Reports

Progress Reports are distributed during the 2nd week of each term and the primary means for reporting a concern for a student during the Early Intervention process. The initial email, along with several follow up emails, will contain the progress report link. Faculty members can also access the progress report in Navigate following the steps outlined below.

Faculty members are encouraged to submit individual students as soon as a concern arises. It is important to note that students can be flagged individually as concerns arise. It is not necessary to wait until the first quiz, exam, or assignment to flag a student for poor attendance. Likewise, it is not necessary to wait until close to midterm to have a calculated grade in order to flag a student who does not regularly submit assignments.

For more information about the Early Intervention Process, including Frequently Asked Questions, please visit:

https://www.memphis.edu/cares/intervention.php

How to Submit a Progress Report

From Professor Home, click Fill Out Progress Reports (an email with direct link will also be sent to each professor)
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Mark Yes for At-Risk to Fail Your Class for each student who is at risk of failing

Student Feedback

You must also select an Alert Reason(s). You can enter the Current Grade and any Comments but neither are required

Choose from the two submission options

Option 1- Use during weeks 2-5

Submit only marked students (but I’m not done)- Submits only the students you have marked and allows you to come back later to submit other as new concerns arise.

Option 2- Use during week 6

Submit unmarked students as not At-Risk (I’m all done)- Submits all students. Those who are not marked ‘Yes’ will be automatically marked as ‘No’. Please use this option during week 6 to submit all remaining students and close out your progress report.
Issuing Alerts

In addition to progress reports, faculty members can use an Alert to flag a student of concern. The workflow associated with a progress report and an alert are one in the same. Progress reports and alerts differ only in submission methods. Faculty members can issue alerts at any point during the semester even if the progress report submission period has ended.

Please note that it is not necessary to submit multiple alerts for the same issue unless something has changed.

How to Submit an Alert

Use toggle to navigate to Professor home screen (only necessary if you have an advisor role)

From Professor Home, select ‘Issue Alert’

Select alert reason, class alert is related to (if applicable), and leave any applicable comments

Click Submit to submit Alert