

Accessing Navigate

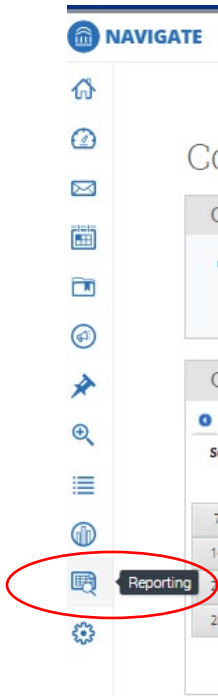
Login to Navigate at <https://memphis.campus.eab.com> or use the link in the myMemphis Faculty page.

The screenshot shows the myMemphis Faculty page with a navigation menu at the top. The 'Faculty' tab is selected. The page is divided into several sections:

- UofM Online Faculty Resources:** Includes links for Academic Integrity Software, Progression and Retention, and other resources.
- Course Roster & Drop/Add Activity:** Provides information on how to view and manage course rosters.
- SIRS/SETE Reports:** Offers reports on SIRS/SETE, including a link to the SIRS/SETE report page.
- umDegree:** Promotes the Degree Audit Tool for Undergraduate Students.
- Faculty Schedule:** A section for viewing the faculty schedule, currently set for Nov 12, 2021. It includes a table with columns for Class Time, Course Title, Location, and Assigned Hours.
- Faculty Dashboard:** A dashboard showing a table of classes with columns for Class, Location, Section, and Term. It also includes a 'Preferences' link.
- Access Your Courses:** A section for accessing various course systems, including Courseware, Canvas, and TN Campus.
- Navigate:** A section for the Navigate system, featuring a large blue logo with a building icon and the word 'NAVIGATE' in bold blue letters. The logo and text are circled in red.

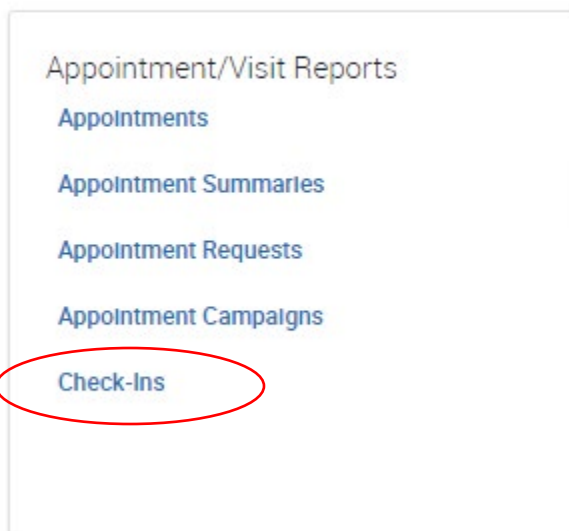
Navigate to the Reporting Page

1. Click on the Reporting icon (2nd icon from the bottom on the left side of the screen)



2. Select the Check-Ins Report in the Appointment/Visit Reports section

Reports



Running the Report

Search for Tutor Check-Ins Only for Specific Course

1. Set appropriate **date** filters
2. Select **Tutoring and Academic Support** from the **Care Units** drop down menu
3. Select the appropriate course from the **Course drop down menu** in the **Activity Filters** section
4. Click the blue **Search** button

Note: this report may take several minutes to run

5. Once the report has returned results, you can click on **Actions** and then select **Export Data** to export results to Excel

Check-Ins

Report Information

Activity Filters

Begin Date	End Date
08/23/2021	10/27/2021
Care Units	Course
Tutoring and Academic Support	BIOM-1720 Intro Biomed Engr Tools
Filter by Location	
All	
Filter by Service	
All	

At-Risk Students Only

Student Filters

Student Information First Name, Last Name, Student ID, Category, Tag, Gender, Race, Student List