

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 several navigation panels. The 'Navigate' link is circled in red. The panels include:

- UoM Online Faculty Resources:** Turn It In - Academic Integrity Software, umOnline web site, Center for Teaching and Learning, Follett Discover - Discover, Review, and Adopt your Course Materials.
- Course Roster & Drop/Add Activity:** Access the drop/add report, Access class roster with optional photo report, Step-by-step guide.
- SIRS/SETE Reports:** SIRS/SETE report archives, What are SIRS/SETE?, Interpreting SIRS/SETE reports, SIRS/SETE evaluation comments, Notice: Classes with enrollment that is less than four will not be reported.
- Faculty Schedule:** My Classes (Daily View), Faculty Dashboard, Access Your Courses.
- SETE Administration, Monitoring, and Reports:** SETE Question Administration, Monitor SETE Participation, SETE website - What are SETE reports and how to interpret SETE reports, SIRS/SETE evaluation comments, Notice: Classes with enrollment that is less than four will not be reported.
- Research Support:** Effort Certification, Researcher's Dashboard.
- CVs and Profiles:** CVs and Profiles Website, CV Help and Guidelines.
- Performance Appraisals and Evaluations:** Staff Performance Appraisal System, Staff Performance Appraisal Reference Guide, Staff Performance Management Worksheet, Faculty Evaluation Information.
- SETE Course Evaluations:** Complete a SETE Evaluation, SETE alternate access, SETE Availability Schedule, Need help? Students Faculty.

The 'Navigate' link is located in the center of the page, below the 'Access Your Courses' section. It features the UoM logo and the text 'NAVIGATE'.

Use toggle to move between the **Professor Home** and **Advisor Home** screens when necessary

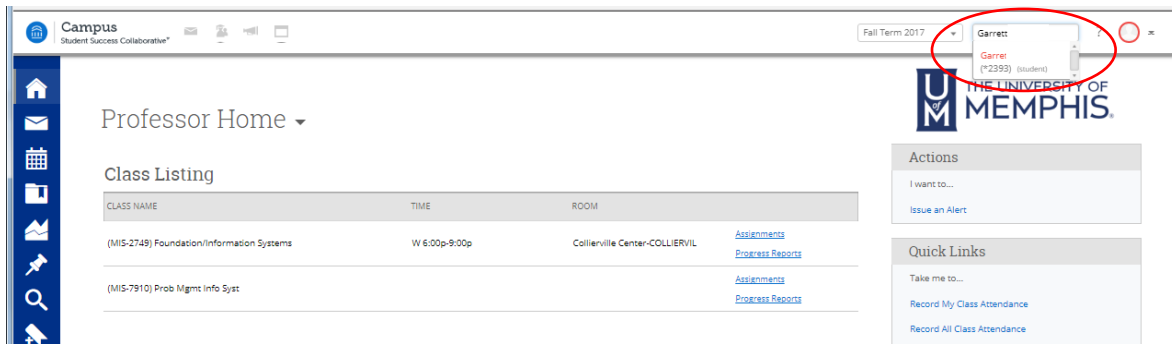
The screenshot shows the Navigate interface with a vertical navigation bar on the left. The 'Advisor Home' toggle menu is circled in red. The menu options are:

- Advisor Home
- Professor Home
- Student Home

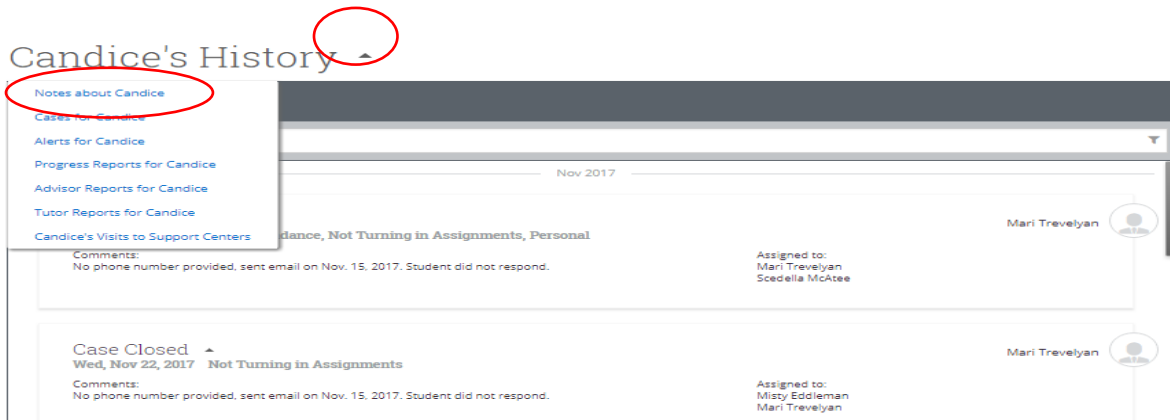
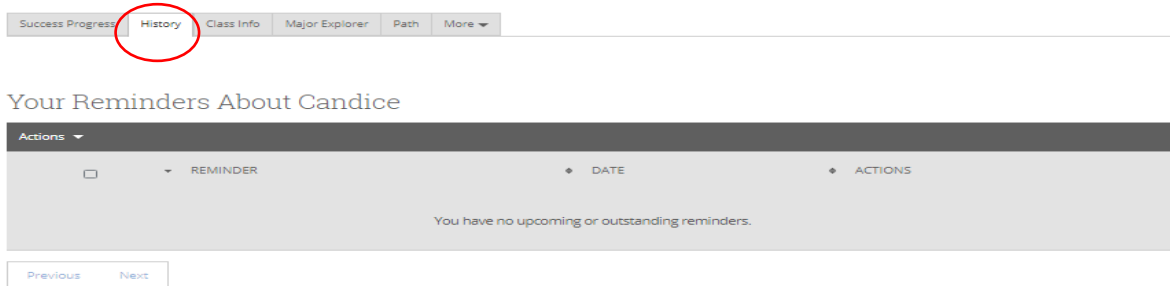
The interface also shows a date selector for 'For Fall Term 2017' and a table with columns: ALL, STUDENT NAME, ID, WATCH LIST, CUM. GPA, and PREDICTED RISK LEVEL. The table currently displays 'No matching records found'.

Reviewing Case Details

Use the quick search to locate the student by **Name** or **UID**



Once on the student's page, select the **History** tab and use the toggle to select **Cases for...** in the student's history at the bottom of the screen



Select **Closed Cases** and then click **Manage Case**

Open Cases | **Closed Cases**

Closed Cases For Candice

DATE OPENED	DATE CLOSED	REASONS	ISSUED BY	ASSIGNED TO	
11/10/2017	11/22/2017	Poor Attendance, Not Turning in Assignments, Personal	Beverly Tsacoyianis	Mari Trevelyan, Scedella McAtee	Manage Case
10/25/2017	11/22/2017	Not Turning in Assignments	Beverly Tsacoyianis	Misty Eddleman, Mari Trevelyan	Manage Case
09/21/2017	10/09/2017	Not Turning in Assignments, Personal	Beverly Tsacoyianis	Keri Brondo, Ebony Dawkins, Misty Eddleman, Fredrika Cowley	Manage Case

The **Manage Case** screen will provide a case history log

MANAGE CASE

Case Activity:

09/19/2017

- Robin Poston assigned case to Cody Sacks. 09:11PM
- Robin Poston opened case. 09:11PM
- Robin Poston added comment: Missed 2 out of 3 classes and has not turned in 3 out of 4 grades. 09:11PM

09/20/2017

- Cody Sacks added comment: I have reached out to the student to request a meeting, waiting for response back. 08:49AM

09/29/2017

- Cody Sacks closed case (Closed- Student Non-Responsive) 10:59AM

Case Closed **Reopen Case**