

# 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>

The screenshot displays the myMemphis Faculty Dashboard. The 'My Classes (Daily View)' section is visible at the top. Below it, the 'Faculty Dashboard' section contains a 'My Classes' table and a 'Preferences' link. The 'Access Your Courses' section lists various course options. The 'Navigate' link is highlighted with a red circle. The 'umDegree' section is also visible on the left. The 'SETI Question Administration' section is on the right. The 'Research Support' section includes 'Effort Certification' and 'Researcher's Dashboard'. The 'CVs and Profiles' section includes 'CVs and Profiles' and 'CV Help and Guidelines'. The 'Performance Appraisals and Evaluations' section includes 'Staff Performance Appraisal System', 'Enter as: Appraiser | Employee | HR Administrator', 'Staff Performance Appraisal Reference Guide', 'Staff Performance Management Worksheet', and 'Faculty Evaluation Information'. The 'SETI Course Evaluations' section includes 'Complete a SETI Evaluation', 'SETI alternate access if the above link does not work for you, please try clicking here. You will be asked to supply your user name and password again.', 'SETI Availability Schedule', 'Need help? Students Faculty', and 'For additional assistance call the ITD Help Desk at (901) 678-8888 or login to umhelpdesk.memphis.edu'. The 'Banner Admin Pages' section is at the bottom.

## Questions?

Contact Jamion McNeil at 678-3528 or [SSCCampus@memphis.edu](mailto:SSCCampus@memphis.edu)

# Navigate Faculty Quick Guide

## 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**

Professor Home

Class Listing

| CLASS NAME                          | TIME           | ROOM                           |                             |
|-------------------------------------|----------------|--------------------------------|-----------------------------|
| (NURS-3000) Pharmacology in Nursing | R 8:00a-12:00p | Community Health Building-2506 | <a href="#">Assignments</a> |

Quick Links

Take me to...

- [Record My Class Attendance](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)

Select **Course** and Class Meeting **Date**

Course Attendance

Choose a Course

**NURS-3000-301**  
R 8:00a-12:00p  
[To Excel | Census](#)

Choose a Date

June 2017

**Thursday, Jun. 01, 2017**

NURS-3000-301 Pharmacology In Nursing : Thursday, Jun. 01, 2017

| STUDENT            | ABSENCES | PRESENT?              | ABSENT?               | TARDY?                | EXCUSED?                 | PATTERN                             |
|--------------------|----------|-----------------------|-----------------------|-----------------------|--------------------------|-------------------------------------|
| Baker, Krystal     | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Bennett, Mackenzi  | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Berry, Ziadie      | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Blackwell, Kaitlin | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Carter, Cietarra   | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Cory, Amy          | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Degroot, Karalee   | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Garces, Thalia     | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Harwood, Natalie   | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Kaur, Manpreet     | 0 (0)    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |

☐ Mark Remaining Present

☐ Present ☐ Absent ☐ Tardy

[Save Attendance](#)

# Navigate Faculty Quick Guide

Mark each student who was not present as **Absent**

**Choose a Course**

● NURS-3000-301  
R 8:00a-12:00p  
[To Excel](#) | [Census](#)

**Choose a Date**

June 2017

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Today

NURS-3000-301 Pharmacology In Nursing : Thursday, Jun. 01, 2017

| STUDENT            | ABSENCES | PRESENT?              | ABSENT?                          | TARDY?                | EXCUSED?                 | PATTERN                             |
|--------------------|----------|-----------------------|----------------------------------|-----------------------|--------------------------|-------------------------------------|
| Baker, Krystal     | 0.(0)    | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Bennett, Mackenzi  | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Berry, Ziadie      | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Blackwell, Kaitlin | 0.(0)    | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Carter, Cietarra   | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
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| Garces, Thalia     | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Harwood, Natalie   | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Kaur, Manpreet     | 0.(0)    | <input type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |

☐ Mark Remaining Present

0 Present 2 Absent 0 Tardy

Mark all others as **Present** by selecting **Mark Remaining Present** and then Click **Save Attendance**

**Choose a Course**

● NURS-3000-301  
R 8:00a-12:00p  
[To Excel](#) | [Census](#)

**Choose a Date**

June 2017

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    |    |    | 1  | 2  | 3  |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

Today

NURS-3000-301 Pharmacology In Nursing : Thursday, Jun. 01, 2017

| STUDENT            | ABSENCES | PRESENT?                         | ABSENT?                          | TARDY?                | EXCUSED?                 | PATTERN                             |
|--------------------|----------|----------------------------------|----------------------------------|-----------------------|--------------------------|-------------------------------------|
| Baker, Krystal     | 0.(0)    | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Bennett, Mackenzi  | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Berry, Ziadie      | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Blackwell, Kaitlin | 0.(0)    | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Carter, Cietarra   | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Cory, Amy          | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
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| Harwood, Natalie   | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |
| Kaur, Manpreet     | 0.(0)    | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/> | <input type="checkbox"/> | <a href="#">Add Progress Report</a> |

☒ Mark Remaining Present

12 Present 2 Absent 0 Tardy

**Save Attendance**

# Navigate Faculty Quick Guide

## Early Intervention Progress Reports

Progress Reports are distributed during the 2<sup>nd</sup> 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)

The screenshot shows the 'Professor Home' interface. On the left is a blue sidebar with icons for Home, Mail, Calendar, Search, and a document icon. The main content area has a header with the University of Memphis logo and the text 'Professor Home'. Below the header is a yellow notification banner that reads: 'Hoi, please respond to the following progress report request(s):'. Underneath this, a bullet point states: 'Ryan Crews would like you complete 178 progress report(s) by Friday, Jun. 16, 2017'. To the right of this text is a button labeled 'Fill Out Progress Reports', which is circled in red. Below the notification banner is a 'Class Listing' section with a table. The table has three columns: 'CLASS NAME', 'TIME', and 'ROOM'. It lists two instances of '(NURS-3000) Pharmacology in Nursing'. To the right of the table is a 'Quick Links' sidebar with links: 'Take me to...', 'Record My Class Attendance', 'Manage Assignments', 'School Information', and 'Download Center for Reports'.

| CLASS NAME                          | TIME          | ROOM                           |
|-------------------------------------|---------------|--------------------------------|
| (NURS-3000) Pharmacology in Nursing | W 2:00p-5:00p | Community Health Building-1610 |
| (NURS-3000) Pharmacology in Nursing | M 1:00p-4:00p | Lambuth, Recreation Center-205 |

# Navigate Faculty Quick Guide

Mark **Yes** for **At-Risk to Fail Your Class** for each student who is at risk of failing

## 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 Chung:

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.

NURS-3000-001 Pharmacology In Nursing

|   | At-Risk to Fail Your Class?                                      | Alert Reasons (You must choose at least one if the student is at risk) | How Many Absences?   | Current Grade        | Comments             |
|---|--|--|----------------------|----------------------|----------------------|
| 1 | <input checked="" type="radio"/> Yes<br><input type="radio"/> No | <input type="text" value="Poor Test Scores"/>                          | <input type="text"/> | D                    | <input type="text"/> |
| 2 | <input type="radio"/> Yes<br><input type="radio"/> No            | <input type="text" value="Alert Reasons"/>                             | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3 | <input checked="" type="radio"/> Yes<br><input type="radio"/> No | <input type="text" value="Missed Class"/>                              | 3                    | F                    | <input type="text"/> |

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**

|    |                  |   |  |                      |                      |                      |
|----|------------------|---|--|----------------------|----------------------|----------------------|
| 32 | Smith, Rebecca   | <input type="radio"/> Yes<br><input type="radio"/> No | <input type="text" value="Alert Reasons"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 33 | Smothers, Hannah | <input type="radio"/> Yes<br><input type="radio"/> No | <input type="text" value="Alert Reasons"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 34 | Stewart, Madison | <input type="radio"/> Yes<br><input type="radio"/> No | <input type="text" value="Alert Reasons"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.

### 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.

# Navigate Faculty Quick Guide

## 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.

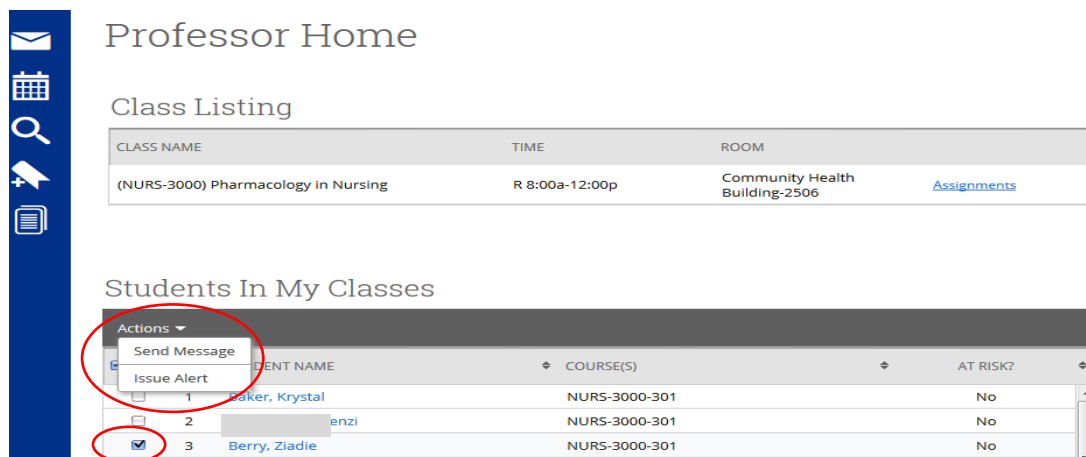
Please note that it is not necessary to submit multiple alerts for the same issue unless something has changed.

### 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**

A screenshot of the 'ISSUE ALERT' form. The form has a title bar 'ISSUE ALERT' with a close button. Below the title bar, there is a section 'Student' with a text input field. Below that, there is a section 'Please select the reason you believe this student needs assistance' with a dropdown menu. The dropdown menu is open, showing options: 'Excessive Absences' (circled in red), 'Excessive Tardies', 'Inconsistent Attendance', 'Inconsistent Academic Performance', 'Inconsistent Behavior', 'Inconsistent Communication', 'Inconsistent Participation', 'Inconsistent Submission', 'Inconsistent Attendance', 'Inconsistent Academic Performance', 'Inconsistent Behavior', 'Inconsistent Communication', 'Inconsistent Participation', 'Inconsistent Submission'. Below this, there is a section 'Is this alert associated with a specific class?' with a dropdown menu. The dropdown menu is open, showing options: 'NURS-3400-301 Clinical Pathophysiology' (circled in red), 'NURS-3000-301 Pharmacology in Nursing', 'NURS-3000-302 Pharmacology in Nursing', 'NURS-3000-303 Pharmacology in Nursing'. Below this, there is a section 'Additional Comments' with a text area. The text area contains the text 'Student has missed 3 classes'. At the bottom, there are 'Submit' and 'Cancel' buttons.

Click **Submit** to submit Alert