

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. The top navigation bar includes the University of Memphis logo and links for Home, UofM Online, Faculty, Advising, Employee, and More. The main content area is titled "Faculty" and contains several sections: "UofM Online Faculty Resources", "Course Roster & Drop/Add Activity", "SIRS/SETE Reports", "umDegree", "Faculty Schedule", "My Classes (Daily View)", "Faculty Dashboard", and "Access Your Courses". A red oval highlights the "NAVIGATE" logo in the bottom right corner of the page.

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

The screenshot shows the "Advisor Home" screen. The page title is "Advisor Home". Below the title are two tabs: "Professor Home" and "Student Home". The "Professor Home" tab is selected and highlighted with a red oval. Below the tabs is a dropdown menu for "For Fall Term 2017". Below that is a table with columns: ALL, STUDENT NAME, ID, WATCH LIST, CUM. GPA, and PREDICTED RISK LEVEL. The table currently shows "No matching records found".

From the Professor Home, click “Progress Reports”

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	Assignments Progress Reports
JRSM-3900 Visual Media	TR 2:40p-4:55p	Meeman Jour Bldg-206	

Click “Details” for the progress report you wish to edit.

Progress Reports for JRSM-3900(Visual Media)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	Details
Hannah	Yes	UG: Not Turning in Assignments		F	Does not turn in heavily-weighted assignments. Will most likely not pass this course.	02/22/2019	Details
Julia	No			A		02/22/2019	Details
Matthew	No			B		02/22/2019	Details

Once the progress report details window opens, select “Edit this Report”

PROGRESS REPORT DETAILS

At-Risk to Fail Your Class? Yes No

Alert Reasons (You must choose at-least one if the student is at risk)

UG: Not Turning in Assignments

How Many Absences?

Current Grade

Comments

Does not turn in heavily-weighted assignments. Will most likely not pass this course.

[Edit this Report](#)

Make the necessary changes to the report and then click “Submit Report”