

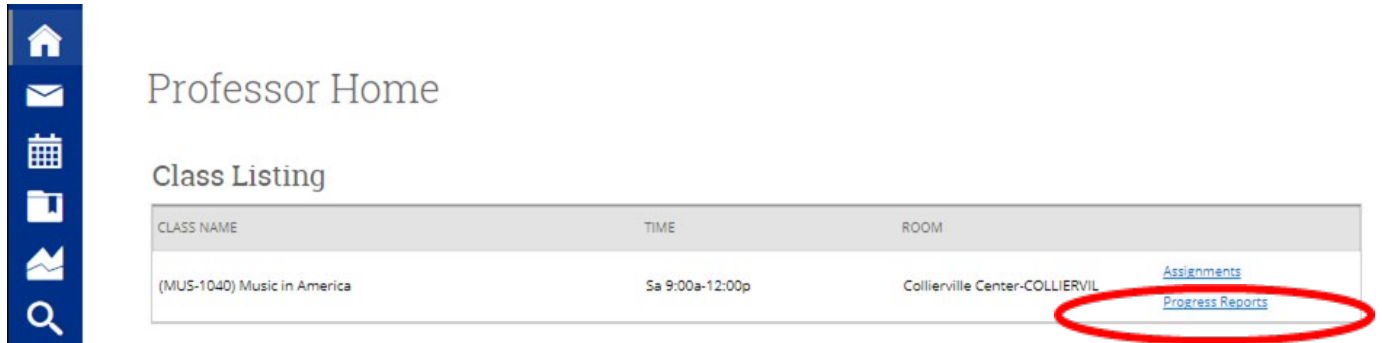
Login to Navigate at <https://memphis.campus.eab.com> or use the link in the myMemphis Faculty page.

The screenshot shows the myMemphis Faculty page. At the top, there is a navigation bar with links for Home, UofM Online, Faculty, Advising, Employee, and More. Below this is the University of Memphis logo and the word "Faculty". The main content area is divided into 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, which is a blue circle containing a white building icon and the word "NAVIGATE" in blue capital letters.

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. On the left, there is a vertical navigation bar with icons for Home, Mail, Calendar, Documents, and a magnifying glass. The main content area has a header "Advisor Home" with a dropdown arrow. Below this is a toggle menu with "Professor Home" and "Student Home" options. The "Professor Home" option is circled in red. To the right of the toggle, there are tabs for "My Availability", "Appointment Queues", and "Appointment Requests". Below the toggle is a dropdown menu for "For Fall Term 2017". At the bottom, there is a table with columns for "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”

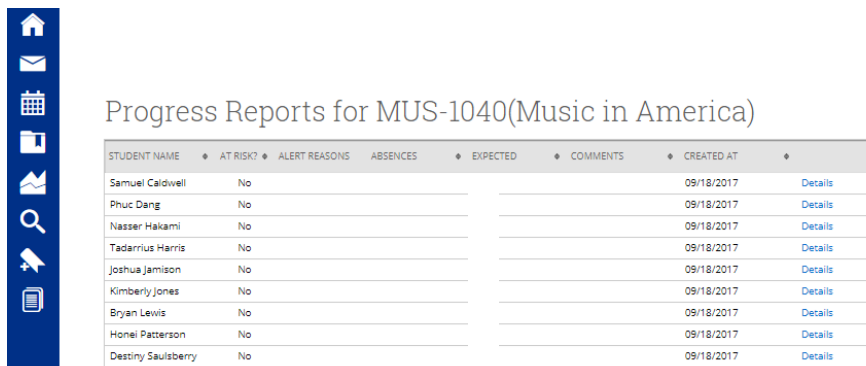


Professor Home

Class Listing

CLASS NAME	TIME	ROOM	
(MUS-1040) Music in America	Sa 9:00a-12:00p	Collierville Center-COLLIERVIL	Assignments Progress Reports

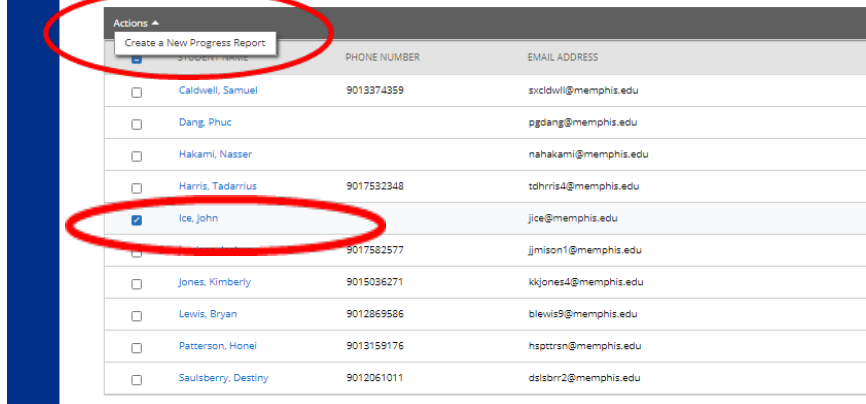
Select the appropriate student from the student list, click the Actions dropdown, and select Create New Progress Report.



Progress Reports for MUS-1040(Music in America)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	
Samuel Caldwell	No					09/18/2017	Details
Phuc Dang	No					09/18/2017	Details
Nasser Hakami	No					09/18/2017	Details
Tadarrius Harris	No					09/18/2017	Details
Joshua Jamison	No					09/18/2017	Details
Kimberly Jones	No					09/18/2017	Details
Bryan Lewis	No					09/18/2017	Details
Honeil Patterson	No					09/18/2017	Details
Destiny Saulsberry	No					09/18/2017	Details

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.



Actions

- Create a New Progress Report

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/> Caldwell, Samuel	9013374359	scaldwil@memphis.edu
<input type="checkbox"/> Dang, Phuc		pgdang@memphis.edu
<input type="checkbox"/> Hakami, Nasser		nahakami@memphis.edu
<input type="checkbox"/> Harris, Tadarrius	9017532348	tdhris4@memphis.edu
<input checked="" type="checkbox"/> Ice, John		jice@memphis.edu
<input type="checkbox"/> Jamison, Joshua	9017582577	jjmison1@memphis.edu
<input type="checkbox"/> Jones, Kimberly	9015036271	kkjones4@memphis.edu
<input type="checkbox"/> Lewis, Bryan	9012869586	blewis9@memphis.edu
<input type="checkbox"/> Patterson, Honeil	9013159176	hsptzrsn@memphis.edu
<input type="checkbox"/> Saulsberry, Destiny	9012061011	dslsbr2@memphis.edu

Existing Progress Reports can also be updated from the “Details” link in the Progress Report list at the top of the page.