

# 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 page interface. The 'Navigate' link is highlighted with a red circle. The page is organized into several columns and sections:

- Turn It In - Academic Integrity Software:** Recognized worldwide as the standard in online plagiarism prevention, TurnItIn helps educators and students take full advantage of the internet's educational potential.
- 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; Instructors can view drop/add activity for courses they are assigned to teach.
- SIRS/SETe Reports:** SIRS/SETe report archives; What are SIRS/SETe?; Interpreting SIRS/SETe reports.
- umDegree:** Degree Audit Tool for Undergraduate Students.
- My Classes (Daily View):** Weekly View; Aug 20, 2019; Table with columns: Class Time, Course Title, Location, Assigned Hours.
- Faculty Dashboard:** Preferences; My Classes; Academic Strategies.
- Access Your Courses:** To view only online courses click on the myMemphis portal Student tab 'Look Up Classes' function, you will need to use the sort options of Instructional Method: RODP Web Asynchronous - UG or GR to view undergraduate (UG) or graduate (GR) RODP courses; Web-Asynchronous to view UM Online courses.
- Logos:** UoM, Courseware, TN Campus, UoM Virtual Learning Center (Free Online Tutoring).
- NAVIGATE:** With Navigate, the U of M's student success management system, you can submit Early Alerts, track attendance, complete Progress Reports, schedule advising appointments and much, much more.
- SETe Question Administration:** Monitor SETe Participation; SETe website - What are SETe reports and how to interpret SETe reports; SIRS/SETe evaluation comments; Student comments made on SIRS/SETe beginning with the use of the online system (Summer 2006) can be accessed via this faculty-only link.
- 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; Enter as: Appraiser | Employee | HR Administrator; Staff Performance Appraisal Reference Guide; Staff Performance Management Worksheet; Faculty Evaluation Information.
- SETe Course Evaluations:** Complete a SETe Evaluation; SETe alternate access if the above link does not work for you, please try clicking here; SETe Availability Schedule; Need help? Students Faculty; For additional assistance call the ITD Help Desk at (901) 678-8888 or login to umhelpdesk.memphis.edu.
- Banner Admin Pages:**

## Questions?

Contact Ryan Crews 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

Assignments

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

Choose a Date

June 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"/>	Add Progress Report
Bennett, Mackenzi	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Berry, Ziadie	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Blackwell, Kaitlin	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Carter, Cietarra	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Cory, Amy	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Degroot, Karalee	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Garces, Thalia	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Harwood, Natalie	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Kaur, Manpreet	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report

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"/>	Add Progress Report
Bennett, Mackenzi	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Berry, Ziadie	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Blackwell, Kaitlin	0.(0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Carter, Cietarra	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Cory, Amy	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Degroot, Karalee	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Garces, Thalia	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Harwood, Natalie	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Kaur, Manpreet	0.(0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report

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"/>	Add Progress Report
Bennett, Mackenzi	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Berry, Ziadie	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Blackwell, Kaitlin	0.(0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Carter, Cietarra	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Cory, Amy	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
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Harwood, Natalie	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report
Kaur, Manpreet	0.(0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Add Progress Report

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 displays the 'Professor Home' page. At the top right is the University of Memphis logo. A yellow notification banner states: 'Hoi, please respond to the following progress report request(s):' followed by a bullet point: 'Ryan Crews would like you complete 178 progress report(s) by Friday, Jun. 16, 2017'. A button labeled 'Fill Out Progress Reports' is circled in red. Below the notification is a 'Class Listing' table with columns for Class Name, Time, and Room. To the right is a 'Quick Links' sidebar with options like '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	<a href="#">Assignments</a>
(NURS-3000) Pharmacology in Nursing	M 1:00p-4:00p	Lambuth, Recreation Center-205	<a href="#">Assignments</a>

# 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 <input type="radio"/> No	<input type="text" value="x Poor Test Scores"/>	<input type="text"/>	D	<input type="text"/>
2	<input type="radio"/> Yes <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 <input type="radio"/> No	<input type="text" value="x 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 <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 <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 <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.

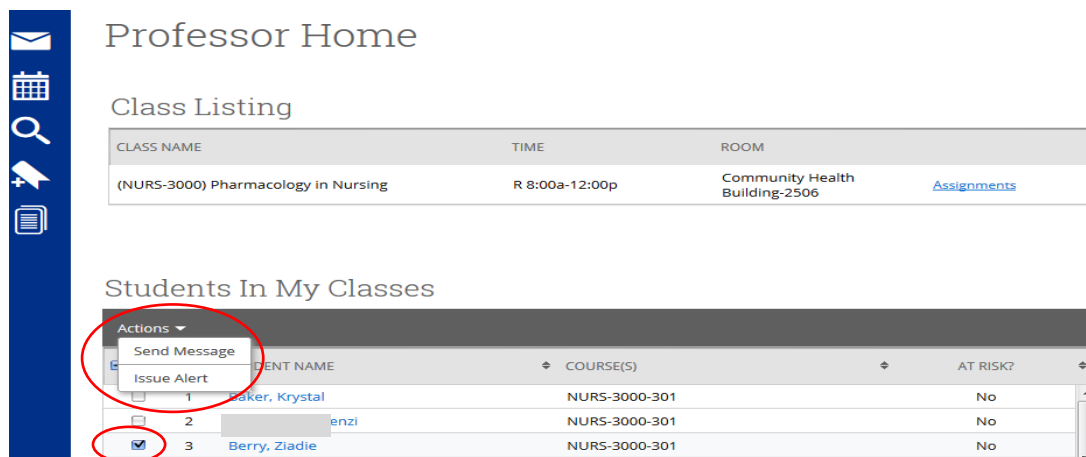
Please note that it is not necessary to submit multiple alerts for the same issue unless something has changed.

### How to Submit an Alert

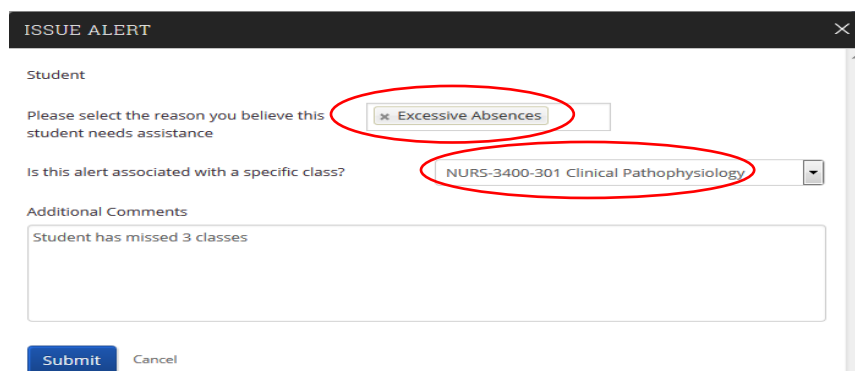
Use toggle to navigate to **Professor** home screen (only necessary if you have an advisor role)



From Professor Home, select 'Issue Alert'



Select **alert reason**, **class** alert is related to (if applicable), and leave any applicable **comments**



Click **Submit** to submit Alert