

Introduction to EAB Navigate for Instructors: *Professor Role*

Access the Navigate icon in the **AccessUH** portal.

The **EAB Navigate Professor Role** integrates class roster data with the ability to submit notes and early alert Progress Reports for students who are at risk of failing your course. *Faculty can choose to complete additional PeopleSoft training to gain General Staff access with an increased student data view with the goal of connecting valuable instructor feedback with the input of advising staff and support staff to create a seamless success network for students.*

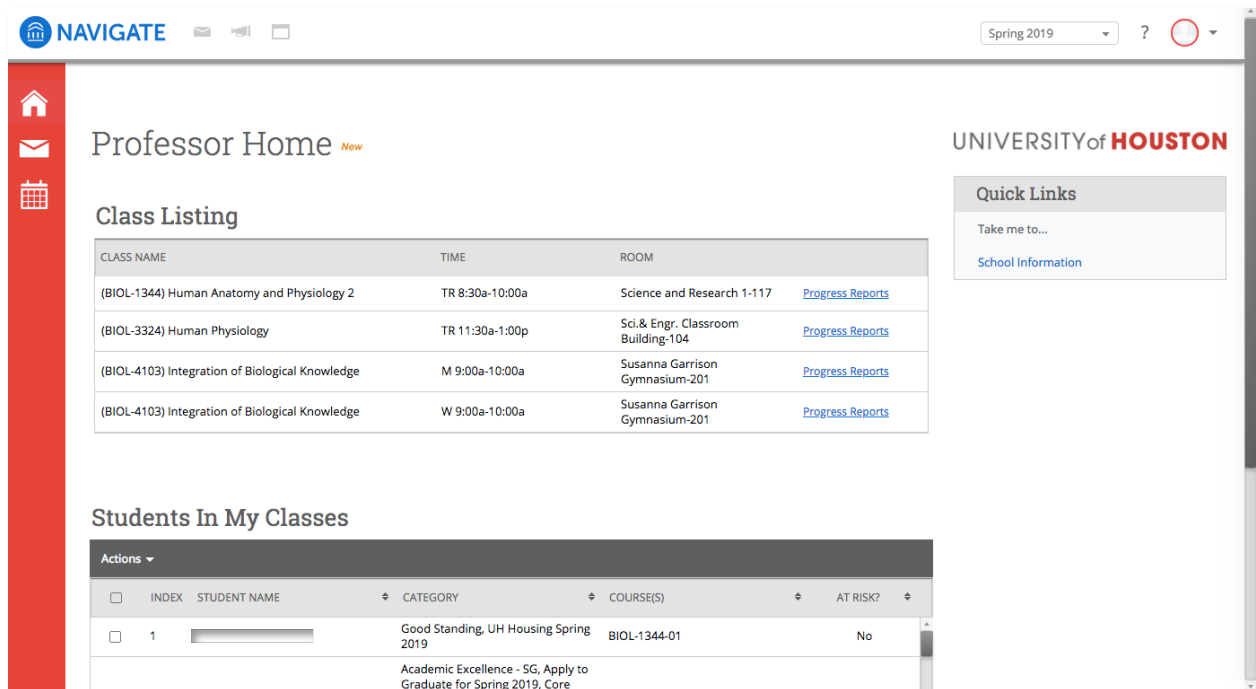
With the EAB Navigate Professor Role, you will:

- Use the **Professor Home** to view, contact, and record notes about students in your classes;
- Submit a **Progress Report** to activate a support network when a student needs additional assistance outside class.

Professor Home

Access the Navigate icon in the **AccessUH** portal.

The **Professor Home** page is the usual default page when an instructor logs in to Navigate. If you have additional roles in your department, you may see a different Home title upon login. If so, use the down arrow next to the page title, and select Professor Home from the drop-down menu.



The screenshot shows the EAB Navigate Professor Home interface. At the top, there is a navigation bar with the 'NAVIGATE' logo, a search icon, and a dropdown menu set to 'Spring 2019'. The main content area is titled 'Professor Home' with a 'New' badge. Below the title is a 'Class Listing' table with columns for CLASS NAME, TIME, and ROOM. The table lists four classes, each with a 'Progress Reports' link. To the right of the class listing is a 'Quick Links' section with buttons for 'Take me to...' and 'School Information'. Below the class listing is a 'Students In My Classes' section with a table showing student information, including a student ID, name, category, course(s), and at-risk status.

CLASS NAME	TIME	ROOM	
(BIOL-1344) Human Anatomy and Physiology 2	TR 8:30a-10:00a	Science and Research 1-117	Progress Reports
(BIOL-3324) Human Physiology	TR 11:30a-1:00p	Sci. & Engr. Classroom Building-104	Progress Reports
(BIOL-4103) Integration of Biological Knowledge	M 9:00a-10:00a	Susanna Garrison Gymnasium-201	Progress Reports
(BIOL-4103) Integration of Biological Knowledge	W 9:00a-10:00a	Susanna Garrison Gymnasium-201	Progress Reports

INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
1		Good Standing, UH Housing Spring 2019	BIOL-1344-01	No
		Academic Excellence - SG, Apply to Graduate for Spring 2019, Core		

Class Listing

On the Professor Home page, the **Class Listing** section shows your teaching schedule by semester with class name, time, room location. (Navigate defaults to the current term. Select future or past terms in the upper right-hand corner of the screen.) You can also access class rosters through the Progress Report function, described later.

Class Listing

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Students in My Classes

The **Students in My Classes** portion provides ways to view and email students in all of your classes. Sort by course with the arrows at the top of each column.

Students In My Classes

Actions ▾						
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?	
<input type="checkbox"/>	1	[REDACTED]	Good Standing, UH Housing Spring 2019	BIOL-1344-01	No	
<input type="checkbox"/>	2	[REDACTED]	Academic Excellence - SG, Apply to Graduate for Spring 2019, Core Complete, FA15-FTIC 1970 - SG, Financial Delinquency - SI, Good Standing, Honors College - SG, Participant in UH in 4 - SG	BIOL-4103-02	No	
<input type="checkbox"/>	3	[REDACTED]	Core Complete, Good Standing	BIOL-1344-01	No	
<input type="checkbox"/>	4	[REDACTED]	Academic Excellence - SG, FA15-FTIC 1970 - SG, Good Standing, Minor: Health, Participant in UH in 4 - SG	BIOL-4103-01	No	

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Actions

The Actions menu allows you to take actions directly from your Home page by clicking on the down arrow on the dark gray bar under **Students in my Classes**. The actions that appear depend on your role. Most Professors will be able to use **Send Message** and record a **Note**.

Note: Results for larger classes are divided into tabs of 100 students, and selecting the box at the top selects all students on the first tab of 100. In this interface, there is not a way to select multiple pages, so messaging or notes must be processed separately for each tab of 100.

Send a Message

You can message a student through Navigate by either email or text, without having to separately look up the email address or phone number.

From the Actions menu, select **Send Message**. You will see the student's name at the top of the box.

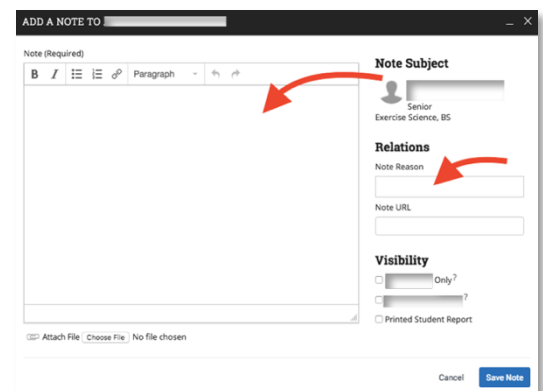
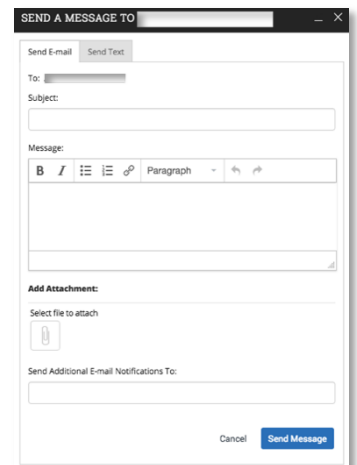
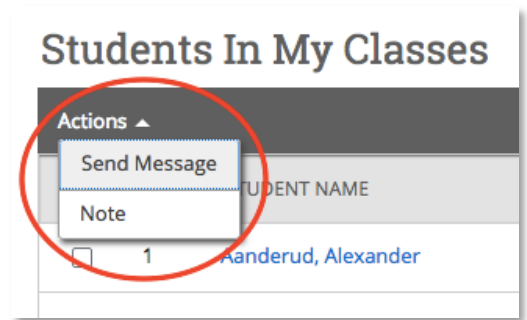
- The Message box defaults to Send E-Mail. Fill in the Subject and the Message body, attach a file, as needed, and click Send Message. You can create a signature by clicking your initials at the top right of the screen and selecting User Settings, or copy your signature line from Outlook and paste in, if you like.
- To text the student, click on the Send Text tab at the top of the message dialogue box. You are limited to 160 characters. Note that the phone number that students see will not indicate the message is coming from UH, so good practice would be to include identifying information in the text body, such as "from UH:". If texting 100 or fewer students, the students may respond back. If texting more than 100 students, the text will be sent as a one-way message.

Sent messages and responses appear as a list in your Conversations tab on the left bar, so consider listing the student name or other helpful details in the subject line to make it easier to sort out. Email and text responses also are sent to your Outlook. Text messages can be responded to as emails from Outlook, or as texts out of Conversations in Navigate.

Record a Note

Use a **Note** to record basic details of a student meeting, to benefit another staff member assisting the student, as well as to serve as a reminder for the student. Think of Notes like a sticky note you are placing on the student's file. Notes connect the dots between UH staff and faculty who interact with a student for that student's overall success. For example, if an advisor recommends a struggling student meet with her instructor to discuss class concerns, the instructor can record a note with brief details of the meeting to let the advisor know that the student followed through.

- From the Actions menu, select **Note**.
- Add any text you wish in the large text box.
- From **Note Reason** on the right choose "Professor Notes."



- Although it appears that you have to select the student's name to allow it to be visible, remember that students can always make a request to see their records.

A final note on Notes:

Some general note-keeping guidelines to protect student confidentiality:

- **Since students are able to see Notes recorded about themselves.** *Be as clear as you can in your comments, focus on class performance, and write with the student as the intended audience.*
- Leaving a brief note documents that a meeting took place, and allows other staff assisting a student to contact you separately by phone as needed. You may also consider keeping your own personal notes outside of Navigate if you would like to remember additional details.
- **Include in notes:** Brief information that will help advisors or other staff who interact with the student understand the student's course-related issues or the advice that you have given, and if appropriate, possible consequences of not following advice given. Include referrals of a non-sensitive or general nature, but leave out details.
- **Exclude from notes:** Subjective judgments, personal concerns, referrals of a sensitive or personal nature, and comments regarding other instructors or other staff members.

Progress Reports

Progress Reports allow faculty and advising offices to communicate about needed assistance beyond what is possible through the course for individual students who are at risk of failing. (For additional detail on Progress Reports, see "UH Navigate Progress Report Guidance for Instructors" on the UH Navigate Resource page at <http://www.uh.edu/ussc/navigate/>)

The Progress Report process can be a two-way street:

1. **Ad Hoc Progress Reports:** Professors can submit an ad hoc Progress Report for a student or group of students at any time there is a concern.
2. **Progress Report Campaign:** Progress Report Campaigns are sent from an advising office or administration to professors to solicit feedback about a certain group of students.

Submitting Ad-Hoc Progress Reports

When you have a concern about a student's academic progress, please consider discussing the concern with the student as a first step. Students early in the semester may not yet have a sense of their own progress, or they may know they are struggling but not know how to get help. Often hearing from their instructor that they are at risk will be just the signal that they need to get back on track.

Other issues may impact a student's academic progress:

- Students who may be experiencing more than the normal amount of stress, sadness, or anxiety, or who appear to be in crisis, should be referred to Counseling and Psychological Services (CAPS): <https://www.uh.edu/caps/>
- Students who exhibit threatening and/or concerning behaviors should be reported through the UH Conduct Assessment and Response Team (CART) process: <https://www.uh.edu/cart/>

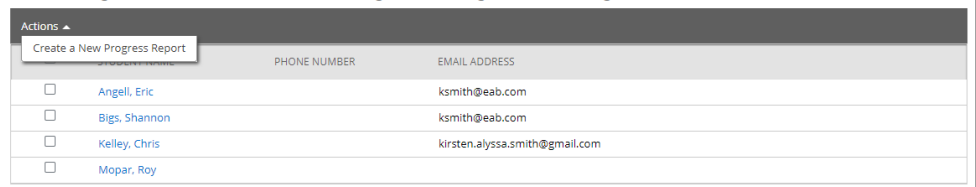
If you are ready to submit an early alert **academic** Progress Report on an individual student or a group of students, click the "Classes this Term" tab and the "Progress Reports" link beside the course in which the students are enrolled.

Class Listing

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The Progress Reports page will allow you to create a new progress report for individual or multiple students. Select the box beside the student's name (or multiple boxes for multiple students receiving the same report) and under the Actions dropdown, choose **Create a New Progress Report**.

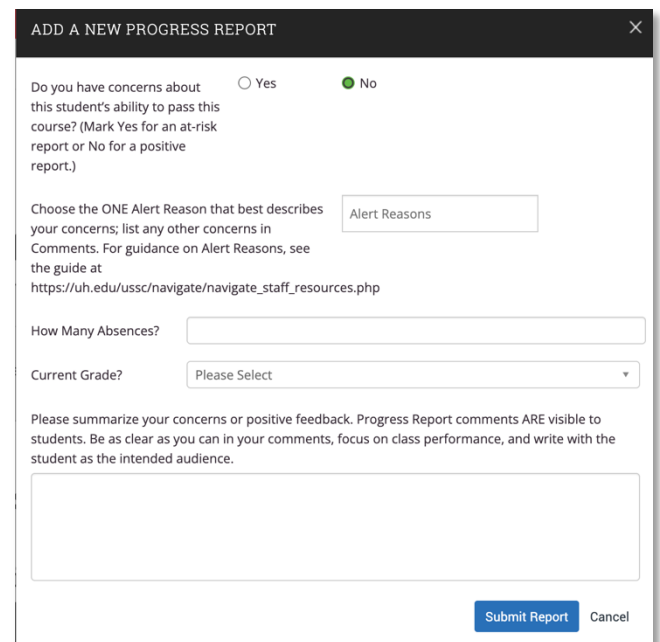
Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.



Actions	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/> Create a New Progress Report		
<input type="checkbox"/> Angell, Eric		ksmith@eab.com
<input type="checkbox"/> Bigs, Shannon		ksmith@eab.com
<input type="checkbox"/> Kelley, Chris		kirsten.alyssa.smith@gmail.com
<input type="checkbox"/> Mopar, Roy		

The **Progress Report** dialogue box will appear.

- First, click "Yes" to show you have concerns about this student, which will allow you to provide the additional details. Click "No" to submit a positive report.
- Choose the one **Alert Reason** that best describes your concern – click in the box to show available reasons, choose a reason.
- Indicate the number of absences, if that is an issue, or leave blank if not.
- Indicate an estimate of the current course grade.
- Use the free-text box to summarize the concerns.
- **Students ARE able to see Progress Report comments recorded about themselves. Be as clear as you can in your comments, focus on class performance, and write with the student as the intended audience.**
- Click **Submit Report**.



ADD A NEW PROGRESS REPORT

Do you have concerns about this student's ability to pass this course? (Mark Yes for an at-risk report or No for a positive report.)

Yes No

Choose the ONE Alert Reason that best describes your concerns; list any other concerns in Comments. For guidance on Alert Reasons, see the guide at https://uh.edu/ussc/navigate/navigate_staff_resources.php

Alert Reasons:

How Many Absences?

Current Grade?

Please summarize your concerns or positive feedback. Progress Report comments ARE visible to students. Be as clear as you can in your comments, focus on class performance, and write with the student as the intended audience.

When you submit the Progress Report, the student is automatically sent an email:

- Students are told that a Progress Report was submitted by you.
- The Alert Reason(s) that you select will be listed at the top of the email (Note: the Alert Reason "Non-academic Concerns" will not be listed.).
- Students are encouraged to consider their course grades and study habits, review their syllabus and requirements, and contact you for guidance.
- They receive a separate invitation to meet with an Academic Counselor in LAUNCH to help them to review academic and non-academic factors that may be impacting academic performance. Students who respond will have an individualized Academic Success Plan created with referrals and action steps.
- Students who do not respond to the invitation for support will receive follow-up reminders.

You can see a list of all of the Progress Reports you have submitted at the top of the Progress Report page. Each report can be edited by clicking on the Details link.


Progress Reports for CORE-1101(College Success)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	
	Yes	TEST Progress Report for faculty to submit	4	D	Student has not been attending class	09/19/2019	Details
	Yes	Failed Tests, Recommend for Tutoring, TEST Progress Report for faculty to submit	5	C	I have tried contacting student regarding progress.	09/19/2019	Details

Responding to a Progress Report Campaign

You may receive an email during the semester prompting you to provide feedback on some of the students in your courses. A Progress Report Campaign allows UH to focus on the success of specific at-risk groups, and your feedback about course progress is vital.

You are able to provide all feedback by clicking on the link within the email, with no need to log in to Navigate separately. A web page will display the courses you teach and the class roster for those courses. Note that the students displayed will likely just be a few of the students in that class as Progress Report Campaigns target specific at-risk groups. The emailed Progress Report format looks slightly different than the ad-hoc Progress Report, however the information options are identical, including Alert Reasons, absences, grades, and an open-text box to share any additional context.



Student Feedback Request

Dear Professor Lynch,

Faculty - please fill out a progress report for your course.

[Click to Begin Entering Student Feedback](#)
 The link above expires on 11/30/2016. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:
<https://kirsten.gradesfirst.com/e/Z05hZMybE>

Student Feedback

Your information is secure.
 Security measures allow your school to adhere to FERPA.
 Thank you!

Professor Lynch:
 You have been asked to fill out progress reports for students

ACCT225-6 INTRO TO FINANCIAL ACCT

Student Name	At-Risk to Fail Your Course
1 Angell, Eric Student ID: 6437233	<input checked="" type="radio"/> Yes <input type="radio"/> No
2 Bigs, Shannon Student ID: 1008552	<input checked="" type="radio"/> Yes <input type="radio"/> No
3 Kelley, Chris Student ID: 1163221	<input type="radio"/> Yes <input checked="" type="radio"/> No
4 Mopar, Roy Student ID: 1163147	<input type="radio"/> Yes <input checked="" type="radio"/> No

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.

Mark only those students about whom you have concerns; un-marked students can be submitted as not at-risk by clicking the "I'm all done" blue button at the bottom of the screen once finished.

Find additional resources here: <http://www.uh.edu/uscc/navigate/> Need help? Email navigate@uh.edu