

Navigate360: Viewing the Professor Home Profile

Allows faculty users to view key tools that enable them to take action on tasks such as filling out Progress Reports, recording class attendance, or managing assignments.

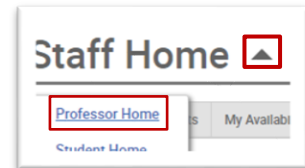
1. Login to Navigate

- Access Navigate through the EAB Navigate tile in GoldLink
- Click [Login to Navigate](#)
 - **NOTE:** Your username to login is the first half of your ETSU email (omit the @etsu.edu) and your password is the same you use to login to GoldLink/Outlook



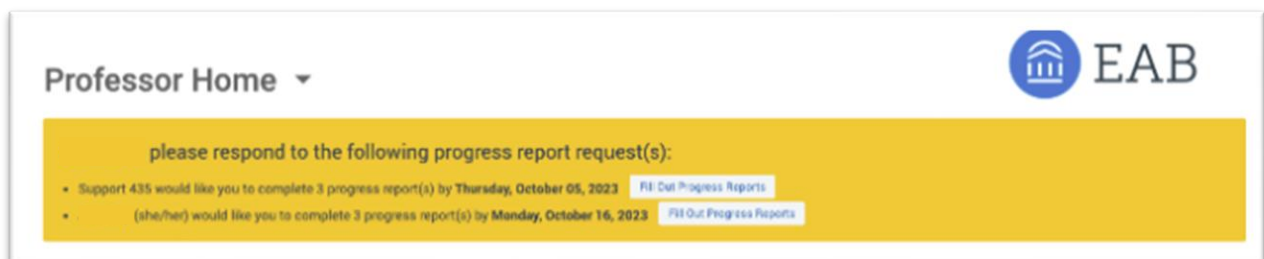
2. Review Professor Home profile information

- If you don't automatically land on *Professor Home*, toggle the arrow beside your profile view and click on *Professor Home*
- **Courses:** The *Courses* table shows faculty the list of courses they are teaching per the Term selected. Filter the Term dropdown to the current term you are teaching. The Course table displays the *Course Name*, *Time*, and *Room* (if specified).
 - **NOTE:** Faculty can view progress report campaigns for a given course by clicking the links on the right side of the box.



COURSE NAME	DAYS/TIMES
(ETSU-1020) Foundations of Student Success	Begins on 08/26/2024 08/26/2024 - 12/12/2024 TR 11:45am - 1:05pm ET A021-401

- **Progress Report Requests:** During weeks 2-5 of the semester, faculty members will receive an email to participate in *Progress Reports*, submitting feedback on students in your courses. However, you can also fill out Progress Reports from the links at the top of the *Professor Home* page or next to a course. Clicking *Fill Out Progress Reports* takes you to the feedback form.



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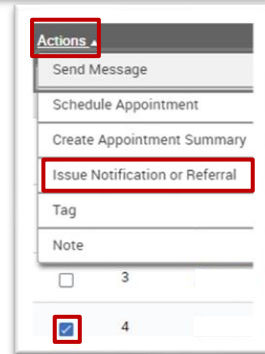
- **Students in My Courses:** This table is a roster of the students in your courses. Beside a student's name, see which *Course* the student is enrolled in and if they have been designated they are *At Risk*.
 - **NOTE:** Clicking the arrows beside Course(s) allows you to filter your students by class and section.

Students In My Courses

Term: Fall 2024 (Default Term)

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
<input type="checkbox"/>	1		Chapter 33 Dep (Post 9-11 TOE), English, First-time Freshman, Governors Hall, Housing, Verified Veteran Child perm	ETSU-1020-021	No

- **NOTE:** Take action on students in your courses by checking the box in front of their name and selecting the *Actions* menu. The two actions most valuable to professors are *Send Message* (email or text your student through Navigate) and *Issue Notification or Referral*.

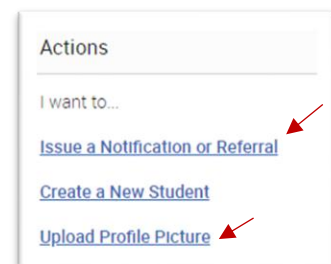


- **My Issued Notification or Referrals:** This table allows faculty to see alerts they have issued, including links to associated *Progress Report* or *Cases*. Issued Alerts include the *Date* the alert was issued, the student's name, the *Alert Reason*, if a case was opened, and if the alert is attached to a *Progress Report*.
 - **NOTE:** If a case has been opened, faculty can click the case and see a window that explains which alert reason opened the case, the status of the case, and the outcome if a case has been closed. If the alert is linked to a Progress Report, you can open the report.

My Issued Notification Or Referrals

ISSUE DATE	STUDENT	NOTIFICATION OR REFERRAL REASONS	CASES	PROGRESS REPORT
11/07/2023			0 Open Cases	No Progress Report
11/07/2023			0 Open Cases	No Progress Report
10/06/2023			0 Open Cases	No Progress Report
09/14/2023			0 Open Cases	View Progress Report

- **Actions:** The *Actions* menu on the right side of the Professor Home allows faculty to *Issue a Notification or Referral* and *Upload Profile Picture* to customize the profile.



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- **Quick Links:** The *Quick Links* menu on the right side of the *Professor Home* allows faculty to take a variety of actions. The primary action faculty use under this box is [Record My Class Attendance](#).
 - **NOTE:** See the *Record Attendance – Faculty Only.pdf* user guide to learn how to record attendance in Navigate.

