

Introduction to EAB Navigate for Instructors: Professor Homepage (9/22)

EAB Navigate allows SLU advisors, academic support staff and instructors to access key student data, target proactive interventions, and manage student appointments and interaction. EAB Navigate can enhance communication and coordinate outreach and care to SLU undergraduates.

Through the EAB Navigate Professor Home instructors can:

- Access their class roster and information about their assigned students.
- Submit alerts to prompt student action and notify the advisor when a student needs assistance.
- Note their interactions, recommendations, and outreach to students.
- Send messages to students.

Accessing EAB Navigate

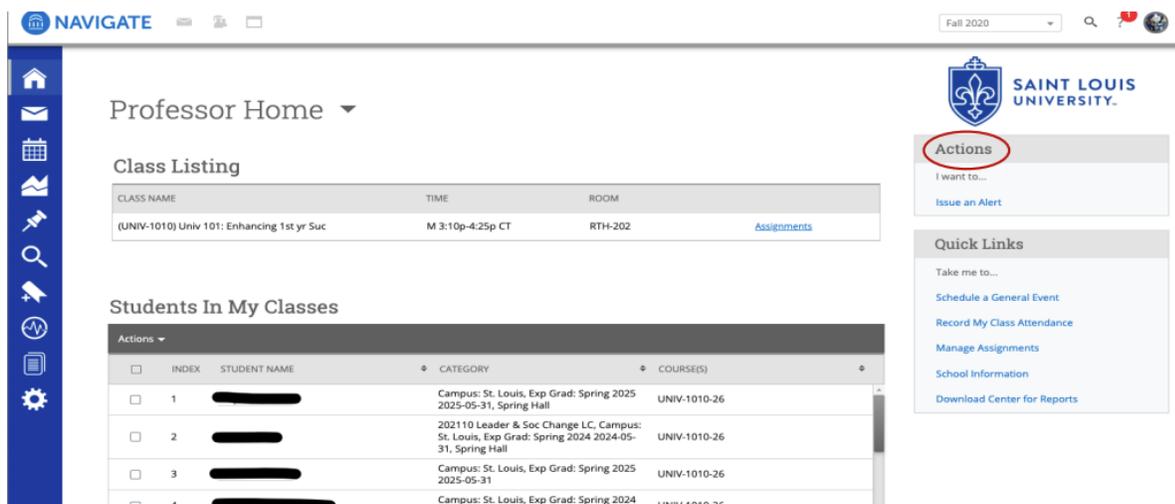
To access EAB Navigate, log on through your *mySLU* portal.

1. Click on the EAB Navigate icon 
2. If you see Staff Home at the top left, click on the triangle next to it to switch to Professor Home. If you see Professor Home when you log in, you are on the correct homepage. The Professor Home page is where most faculty users arrive when opening or logging in to EAB Navigate.

EAB Navigate - Professor Home

The Professor Home page is the default page when faculty log in to EAB Navigate. If you have additional roles at SLU, 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.

Under Professor Home you will see a list of your assigned courses. Scroll down the page to see a table with the heading *Students in My Classes*.



Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	
(UNIV-1010) Univ 101: Enhancing 1st yr Suc	M 3:10p-4:25p CT	RTH-202	Assignments

Students in My Classes

Actions ▾

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
1	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31, Spring Hall	UNIV-1010-26
2	[REDACTED]	202110 Leader & Soc Change LC, Campus: St. Louis, Exp Grad: Spring 2024 2024-05-31, Spring Hall	UNIV-1010-26
3	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31	UNIV-1010-26
4	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2024 2024-05-31, Groundwork Hall	UNIV-1010-26

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

- [Schedule a General Event](#)
- [Record My Class Attendance](#)
- [Manage Assignments](#)
- [School Information](#)
- [Download Center for Reports](#)

Class Listing

If you are a faculty member who is teaching a course in the current term, course information will be outlined in the Class Listing section of the Professor Home Page. In addition to the class name, time, and location, you will also be able to view progress report campaigns for a given course by clicking the links on the right-hand side of the box. (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.

Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31, Spring Hall	UNIV-1010-26
<input type="checkbox"/>	2	[REDACTED]	202110 Leader & Soc Change LC, Campus: St. Louis, Exp Grad: Spring 2024 2024-05-31, Spring Hall	UNIV-1010-26
<input type="checkbox"/>	3	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31	UNIV-1010-26
<input type="checkbox"/>	4	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2024 2024-05-31, Griesedieck Hall	UNIV-1010-26
<input type="checkbox"/>	5	[REDACTED]	Campus: St. Louis, Clemens Hall, Exp Grad: Spring 2024 2024-05-31	UNIV-1010-26

Students in My Classes

If you are a faculty member who is teaching a course in the current term, the Students in My Classes section gives you a quick and easy way to see and interact with all of the students in your classes. In the main student grid, you will notice several key pieces of information next to each student's name: Category and Course. The Students in My Classes section provides ways to view and contact students in all of your classes. Sort by course with the arrows at the top.

Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31, Spring Hall	UNIV-1010-26
<input type="checkbox"/>	2	[REDACTED]	202110 Leader & Soc Change LC, Campus: St. Louis, Exp Grad: Spring 2024 2024-05-31, Spring Hall	UNIV-1010-26
<input type="checkbox"/>	3	[REDACTED]	Campus: St. Louis, Exp Grad: Spring 2025 2025-05-31	UNIV-1010-26

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	[REDACTED]		305-3100-1, 305-3100-1
<input type="checkbox"/>	2	[REDACTED]		305-3100-1
<input type="checkbox"/>	3	[REDACTED]	Gymnastics, Rock Climbing Club	305-3150-003, 305-3150-003
<input type="checkbox"/>	4	[REDACTED]	Baseball, Rock Climbing Club	305-3100-1
<input type="checkbox"/>	5	[REDACTED]	Swimming, Ultimate Frisbee	305-3050-003

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>	1	[REDACTED]		305-3100-1, 305-3100-1
<input type="checkbox"/>	2	[REDACTED]		305-3100-1
<input type="checkbox"/>	3	[REDACTED]	Gymnastics, Rock Climbing Club	305-3150-003, 305-3150-003
<input type="checkbox"/>	4	[REDACTED]	Baseball, Rock Climbing Club	305-3100-1
<input type="checkbox"/>	5	[REDACTED]	Swimming, Ultimate Frisbee	305-3050-003

Actions Menu

The Actions menu is found on the right-hand side of the home page. The drop-down menu on the Actions tab allows you to issue an alert, contact students in your class, or make note of your recommendations and meetings with your students.

Send a Message

You can send emails or texts to one or more students from your Professor homepage or the student profile page.

Email - Within an email, you can include the following information:

- Subject: The subject line for your email message.
- Message: The body of your email message. There is no character limit for the message.
- Add Attachment: Upload attachments to the email message.
- Send Additional E-Mail Notifications To: Allows you to include additional students or staff you also want the email sent to.

SEND A MESSAGE TO

Send E-mail Send Text

To: [REDACTED]

Subject:

Message:

B I [List Icons] Paragraph [Dropdown] [Undo] [Redo]

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

Cancel Send Message

Text

Within a Text, you can only include a Message. You are restricted to 160 characters.

Important Note: Sending an email or text message to more than one student will blind copy all students. In other words, the student will not know that the message was sent to more than one student. For both email and text, it will look like the message was only sent to them.

Issue Alert

To send an alert from your list of students, check the box next to the student's name and then select Issue Alert from the Actions drop-down menu. You may include additional information in the comments. You can send an alert for one or more students.

Progress Reports

If you have been asked to participate in a Progress Report campaign, you will receive an email requesting feedback on students in your course(s). Follow the instructions in the email message. You may also fill out Progress Reports directly from the links at the top of the Professor Home page. Click on Fill Out Progress Reports to access the feedback form.

NOTE: When you issue an EAB Alert or Progress Report to designate a student as having an Academic Concern, the Alert message is automatically sent to the student and their assigned advisor(s) and faculty mentor(s).

- Students are notified that an Alert was submitted by you.
- The Alert Reason is included in the notice/email message sent to the student.
- If you included information in the Comments section, it is NOT sent to students. Comments are used to guide appropriate follow-up and referrals for students.
- The notification/email message sent to students encourages them to contact you for guidance or to utilize appropriate support services. The message may also instruct the student to contact their academic advisor and support team for assistance.
- The advisor and support team assigned to the student are notified of the alert.
- The academic alert and messages are noted in the EAB system.

Key Features on the Student Profile Page

To access student profile page for a specific student, click on the Quick Search icon (magnifying glass), type in the student’s name or nine digit ID number.

Overview
Success Progress
History
Courses
Major Explorer
Path
Academic Plan
More ▾

<small>Course Grade D/F</small> 0	<small>Repeated Courses</small> 0	<small>Withdrawn Courses</small> 0	<small>Missed Success Markers</small> 0	<small>Cumulative GPA</small> - ▾
<small>Total Credits Earned</small> 8.00	<small>Credit Completion % at this Institution</small> %	<small>Predicted Support Level</small> Moderate View detail		

Health Sciences
Bachelor of Science

STUDENT ID
[REDACTED]

The tabs on the Student Profile page provides quick access to student information.

- Overview -see a student’s academic performance and progress to date.
- History -recorded appointments, alerts, reminders, and progress reports.
- Class Info - enrollment history, grades achieved and credits earned.
- More - access to other information such as Conversations, which provides a list of notifications and messages sent to the student.

On the Student Profile page, you may access action menu items such Issue Alert, Send a Message, or Report on Appointment. The profile page includes student picture, advisors/support team, and general academic information.

Current Alerts 0

I want to...

- [Message Student](#)
- [Add a Note on this Student](#)
- [Add a To-Do to this Student](#)
- [Report on Appointment](#)
- [Create Request for Appointment](#)
- [Schedule an Appointment](#)
- [Add to Student List](#)
- [Issue an Alert](#)

- [Edit User Settings](#)
- [Upload Profile Picture](#)

- [Impersonate User](#)