EAB Navigate is SLU’s student success management software system designed to simplify and enhance processes for students, campus resources staff, faculty, and academic leaders. EAB Navigate allows advisors, academic support staff and instructors to access key student data, target proactive interventions, and manage student appointments and interaction. Through EAB Navigate advising staff, faculty, and support services can communicate and coordinate outreach and care to SLU undergraduates.

Through the EAB Navigate Professor homepage instructors can:
- Access their class roster and access information about their assigned students.
- Submit alerts to prompt student action and notify the advisor and support team when a student needs assistance.
- Note their recommendations and their interaction or 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.
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
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.

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.

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.

Record/Add a Note
EAB Navigate Notes are used by advisors to document recommendations, outreach, and academic progress. Use Add a Note to document information from a meeting with your student or when you have information that could help the student’s advisor and support team assist the student.

Some general note-keeping guidelines to protect student confidentiality:

- Provide a summary statement of recommendations and/or issues that an academic advisor or academic support staff member could use to follow-up and assist the student.
- Do not include specific personal or sensitive information.

To Add a Note:
- From the Actions menu, select Note.
- Add any text you wish in the large text box.
- For Note Reason on the right indicate Instructor Notes for information or recommendations the student in your class or Faculty Mentoring Notes for notes and recommendations for your assigned student.
- Visibility – Do not check student’s name. Not checking either box is recommended.
**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. Choose the alert reason of greatest concern. 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 submit a Progress Report to designate a student as “at-risk,” the Alert message is automatically sent to the student and their assigned advisor/support team.

- Students are notified that an Alert was submitted by you.
- The Alert Reason you selected is included in the notice/email message sent to the student.
- If you included information in the **Comments section**, your comments are NOT sent to students. Comments are used to guide advisors and student support staff with 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 ID number.

On the **Student Profile** page, you can view information about the student, such as **Current Alerts**, and access action menu items such as **Issue Alert**, **Send a Message**, or **Add a Note**. The tabs on the Student Profile page provides quick access to student information.

- **Overview** tab is your go-to spot for an overview of a student’s academic performance and progress to date. The profile page includes student picture, advisors/support team, and general academic information.
- **History** tab aggregates all recorded activity for a student, including appointments, alerts, cases, reminders, notes, summary reports, and progress reports.
- **Class Info** tab provides information regarding a student’s enrollment history, along with grades achieved and credits earned.
- **More** tab provides quick access to student information such as **Conversations**, which provides a list of notifications and messages sent to the student and scheduled appointments/activities.