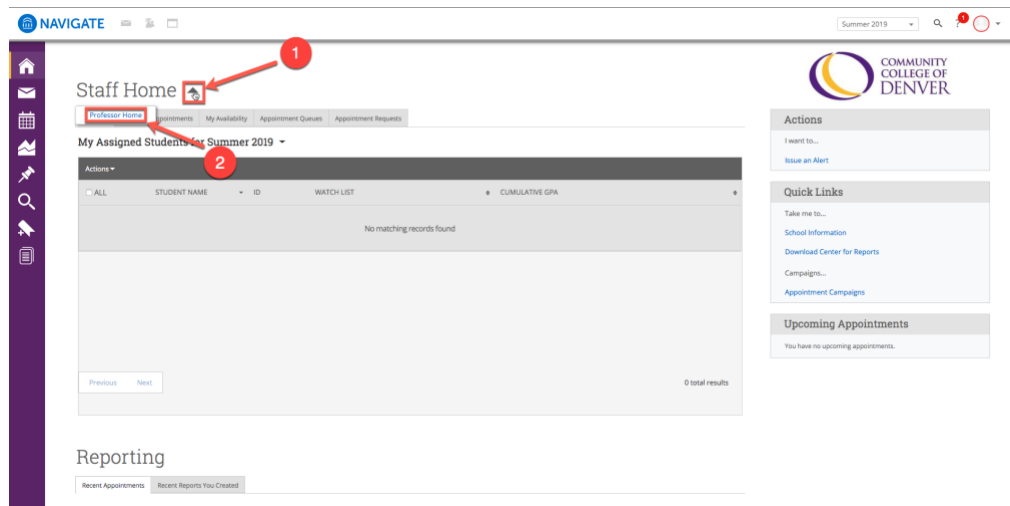


AN OVERVIEW OF EAB NAVIGATE: LOG IN, ISSUE AN ALERT, SEND MESSAGES, REVIEW STUDENTS

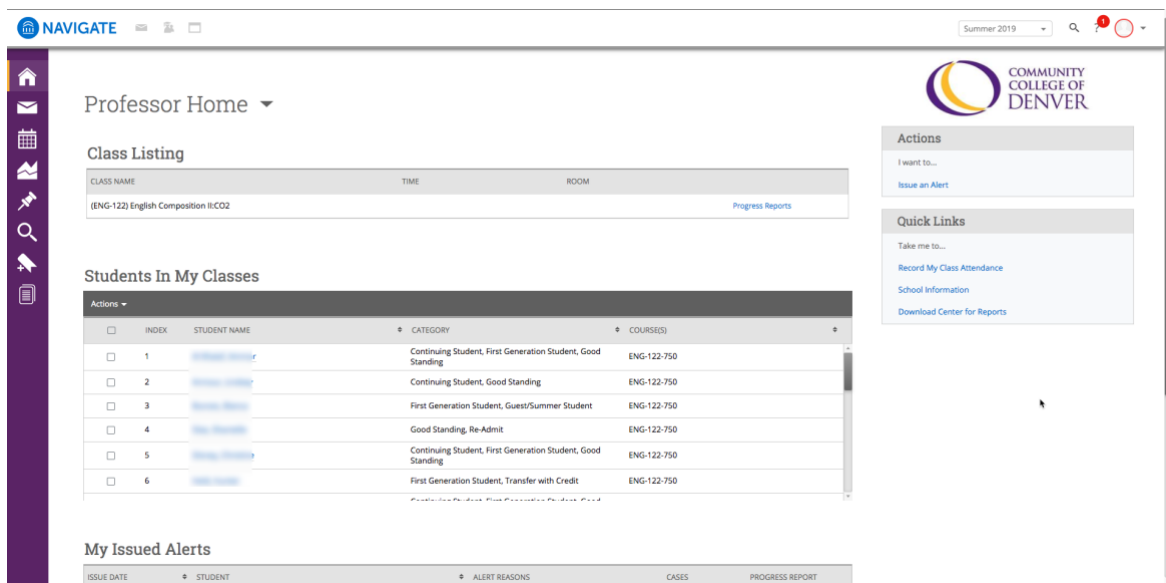
1. Go to <https://ccd.campus.eab.com/> and enter your S number and password to log in.



2. This is your home page. **EAB Navigate defaults to Staff Home automatically for everyone** so if you are a faculty member, you will need to **switch to the Professor Home** to be able to see your students. Click on the small arrow icon next to the Staff Home and you'll see the option to switch.



3. In **Professor Home** page, you will be able to see the students in your classes and issued alerts.



Professor Home

Class Listing

CLASS NAME	TIME	ROOM
(ENG-122) English Composition II:CO2		

Students in My Classes

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
1	[Redacted]	Continuing Student, First Generation Student, Good Standing	ENG-122-750
2	[Redacted]	Continuing Student, Good Standing	ENG-122-750
3	[Redacted]	First Generation Student, Guest/Summer Student	ENG-122-750
4	[Redacted]	Good Standing, Re-Admit	ENG-122-750
5	[Redacted]	Continuing Student, First Generation Student, Good Standing	ENG-122-750
6	[Redacted]	First Generation Student, Transfer with Credit	ENG-122-750

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
------------	---------	---------------	-------	-----------------

Actions

I want to...

[Issue an Alert](#)

Quick Links

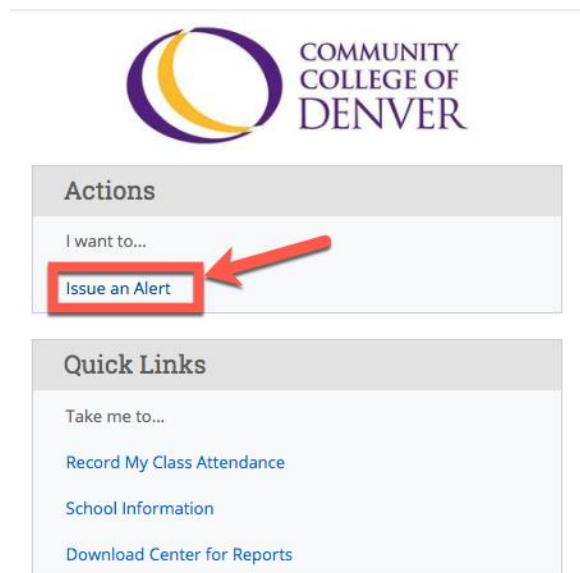
Take me to...

[Record My Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

4. Actions column on the right side allows you to issue an alert. Click on it.



COMMUNITY COLLEGE OF DENVER

Actions

I want to...

[Issue an Alert](#)

Quick Links

Take me to...

[Record My Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

5. Issue an alert window will be displayed. Enter the details and click Submit.

ISSUE AN ALERT
✕

Student

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments
Please enter a comment.

Cancel Submit

6. My Issued Alerts table on [the Professor Home page](#) has detailed information on every alert you have issued. You could review alert reasons, open cases, and progress reports.

My Issued Alerts

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
09/25/2018	[blurred]	Poor Attendance	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Refer to Tutoring	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Low Grade on Test/Quiz/Assignment	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Low Grade on Test/Quiz/Assignment	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Low Grade on Test/Quiz/Assignment	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Low Grade on Test/Quiz/Assignment	0 Open Cases	View Progress Report
09/25/2018	[blurred]	Low Grade on Test/Quiz/Assignment	0 Open Cases	View Progress Report

7. Clicking on the Cases will display the window below where you can see the case details and if it is still open.

CASE INFO
✕

Alert For [blurred]

Issued on 09/25/2018 @ 11:28 am

The following cases were opened as a result of this alert.

Alert Reasons	Status	Case Outcome
Poor Attendance	Closed on 12/21/2018	No Response

8. Progress report will display the evaluation details window shown below.

EVALUATION DETAILS ✕

Class
 ENG-122-02C English Compositic ▾

Alert Needed?
 Yes
 No

Alert Reasons (You must choose at-least one if the student is at risk)
 Limited or no showing of signs
 Low Grade on Test/Quiz/Assignm
 Missing Textbook/Materials
 Poor Attendance
 Refer to Tutoring

How Many Absences?
 1

Current Grade
 C ▾

Comments
 could benefit from a little support. One thing that may help would be if she could record lectures and "re-attend" the day's lecture. I think this would help her recall information and spend more time processing what was covered.

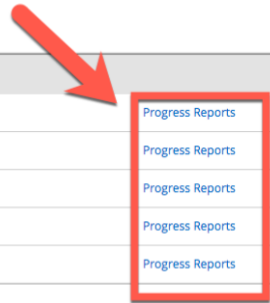
[Close](#)

9. You can access progress reports for the whole class by clicking on the Progress Reports links that are in the Class Listing table. This table is in your [Professor Home](#).

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	
(CCR-094) Studio 121	TR 11:00a-12:15p	DCHR-227A	Progress Reports
(ENG-121) English Composition I:CO1	TR 9:30a-10:45a	DCHR-227A	Progress Reports
(ENG-121) English Composition I:CO1	TR 9:30a-10:45a	DCHR-227A	Progress Reports
(LIT-115) Intro to Literature I: AH2	TR 12:30p-1:45p	DCHR-227A	Progress Reports
(CCR-092) Composition and Reading	MW 10:35a-12:55p	DCHR-161	Progress Reports



10. Progress Reports displays all the reports for a specific class. You can create a new progress report using the Actions button.

Progress Reports for ENG-122(English Composition II:CO2)

STUDENT NAME • AT RISK? • ALERT REASONS • ABSENCES • EXPECTED • COMMENTS • CREATED AT

Class Information
Name: ENG-122 – English Composition II:CO2
Class Days:
Hours: 3.0
Professor(s):

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

Actions
 Create a New Progress Report
 Add a New Progress Report

	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

11. To see the list of students in your classes, refer to Students In My Classes table in your [Professor Home](#) page. Using the Actions button in this table, you can send messages to your students, schedule appointments, and issue alerts.

Students In My Classes

Actions
 Send Message
 Schedule Appointment
 Create Appointment Summary
 Issue Alert

	STUDENT NAME	CATEGORY	COURSE(S)
<input type="checkbox"/>		Continuing Student, First Generation Student, Good Standing	ENG-122-750
<input type="checkbox"/>		Continuing Student, Good Standing	ENG-122-750
<input type="checkbox"/>	3	First Generation Student, Guest/Summer Student	ENG-122-750
<input checked="" type="checkbox"/>	4	Good Standing, Re-Admit	ENG-122-750
<input type="checkbox"/>	5	Continuing Student, First Generation Student, Good Standing	ENG-122-750
<input checked="" type="checkbox"/>	6	First Generation Student, Transfer with Credit	ENG-122-750

12. To access to an individual student's profile, click on their name. This will take you to that student's EAB profile shown below. You have various options on this page. You can review student's overview, progress, class history, class info, path, and academic plan. Please note that not every student has an academic plan or path ready. You can also message the student using the link on the right side of the page.

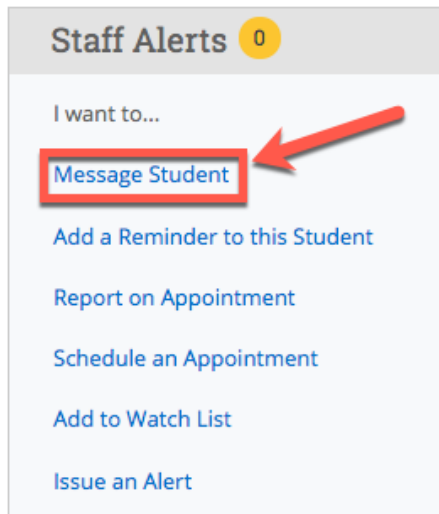
13. To see all the classes a student is currently taking and what they have taken in the past, select Class Info tab.



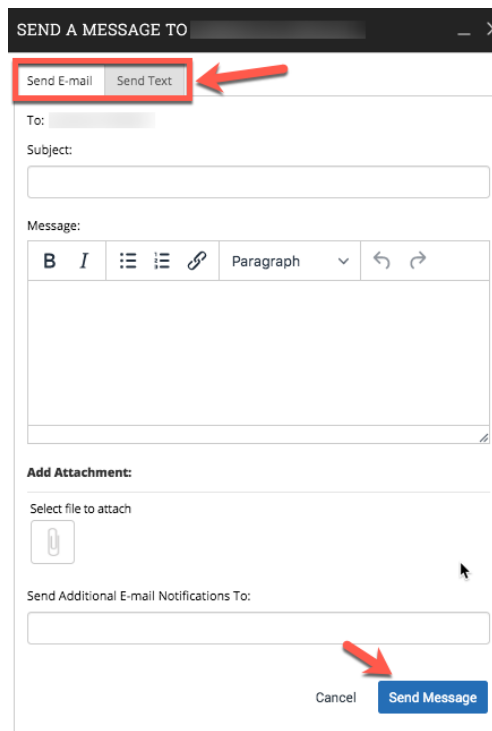
14. This will take you to the student's class history page.

Actions ▾						
<input type="checkbox"/>	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
<input type="checkbox"/>	CIS-267-001 Mgmt of Information Systems		TR 12:30p-1:45p DCHR-208			0 (0)
<input type="checkbox"/>	CRJ-127-400 Crime Scene Investigation		T 5:00p-8:00p DCHR-105			0 (0)
<input type="checkbox"/>	ENG-121-05R English Composition I:CO1		TR 9:30a-10:45a DCHR-227A			0 (0)
<input type="checkbox"/>	PSY-101-501 General Psychology I: SS3		Sa 9:00a-11:50a DCHR-240			0 (0)
<input type="checkbox"/>	Dropped Section MAR-160-001 Customer Service		TR 11:00a-12:15p DCHR-205			0 (0)
<input type="checkbox"/>	Dropped Section CRJ-110-001 Intro to Criminal Justice: SS3		TR 9:30a-10:45a DCHR-105			0 (0)
<input type="checkbox"/>	Dropped Section COM-220-003 Intercultural Comm: SS3		MW 11:00a-12:15p DCHR-221			0 (0)
<input type="checkbox"/>	Dropped Section COM-115-001 Public Speaking		TR 6:30a-7:45a DCHR-142			0 (0)
<input type="checkbox"/>	Dropped Section PSY-101-009 General Psychology I: SS3		MW 2:00p-3:15p DCHR-240			0 (0)
<input type="checkbox"/>	Dropped Section CSC-119-001 Intro. to Programming (lang)		TR 2:00p-3:15p DCHR-209			0 (0)
<input type="checkbox"/>	Dropped Section BUS-115-751 Introduction to Business					0 (0)
<input type="checkbox"/>	Dropped Section CIS-240-001 Database Design & Development		TR 2:00p-3:15p DCHR-207			0 (0)
<input type="checkbox"/>	Dropped Section CNG-124-C11 Networking I: Network +					0 (0)
<input type="checkbox"/>	Dropped Section COM-115-028 Public Speaking		MW 2:00p-3:15p DCHR-217			0 (0)

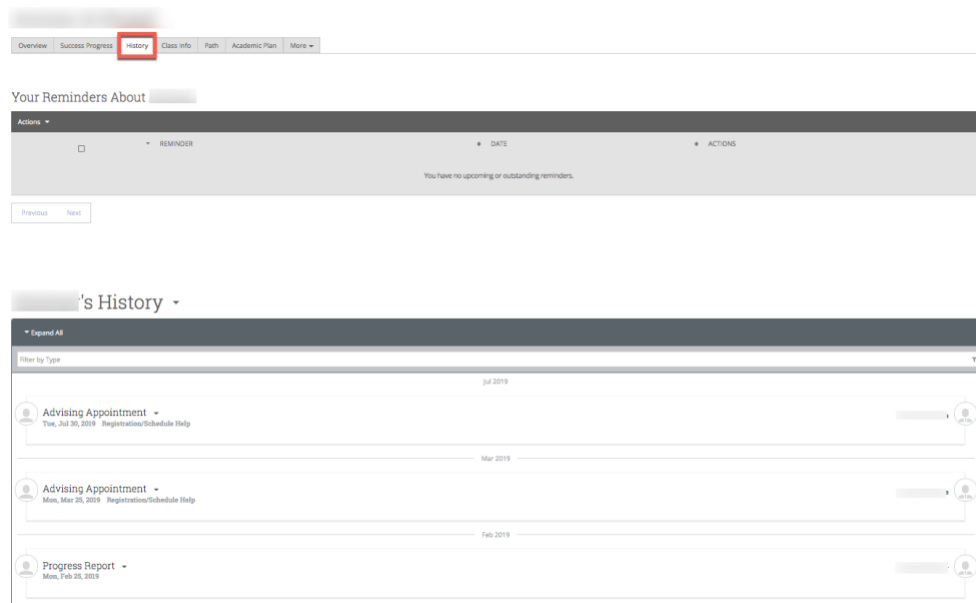
15. Click Message Student on the right to send a message.



16. You will have the option to send an email or text message.



17. [History tab](#) will display student's advising history. Click the appointment to see summary notes.



Overview Success Progress **History** Class Info Path Academic Plan More ▾

Your Reminders About [Student Name]

Actions ▾

REMINDER	DATE	ACTIONS
You have no upcoming or outstanding reminders.		

Previous Next

[Student Name]'s History ▾

Expand All

Filter by Type

Jul 2019

Advising Appointment ▾
Tue, Jul 30, 2019 Registrations/Schedule Help

Mar 2019

Advising Appointment ▾
Mon, Mar 26, 2019 Registrations/Schedule Help

Feb 2019

Progress Report ▾
Mon, Feb 26, 2019