AN OVERVIEW OF EAB NAVIGATE: LOG IN, ISSUE AN ALERT, SEND MESSAGES, REVIEW STUDENTS
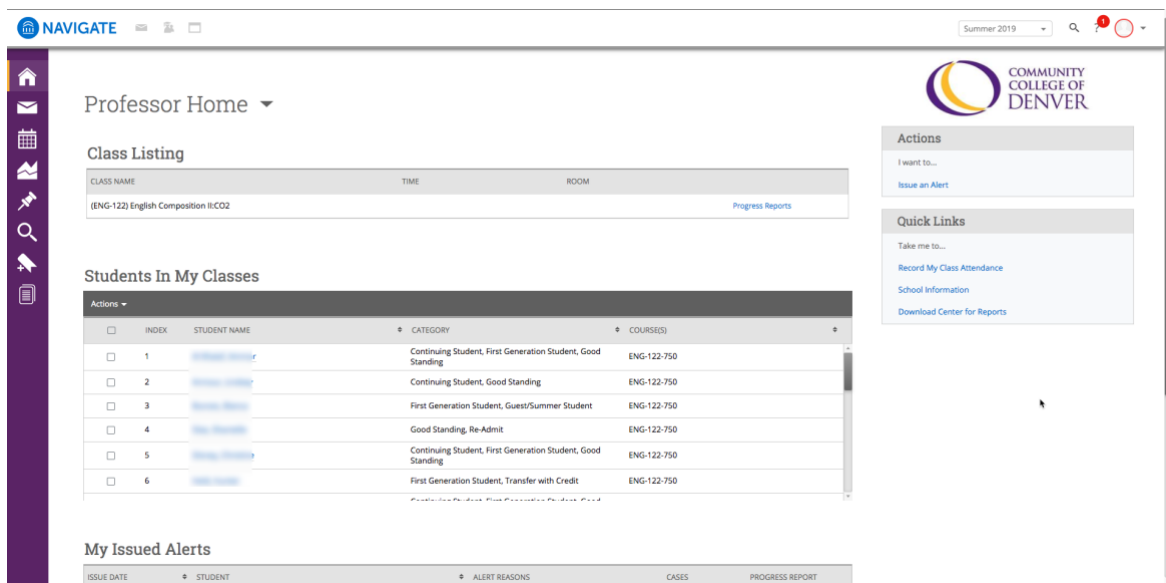
1. Go to https://ccd.campus.eab.com/ and enter your S number and password to log in.

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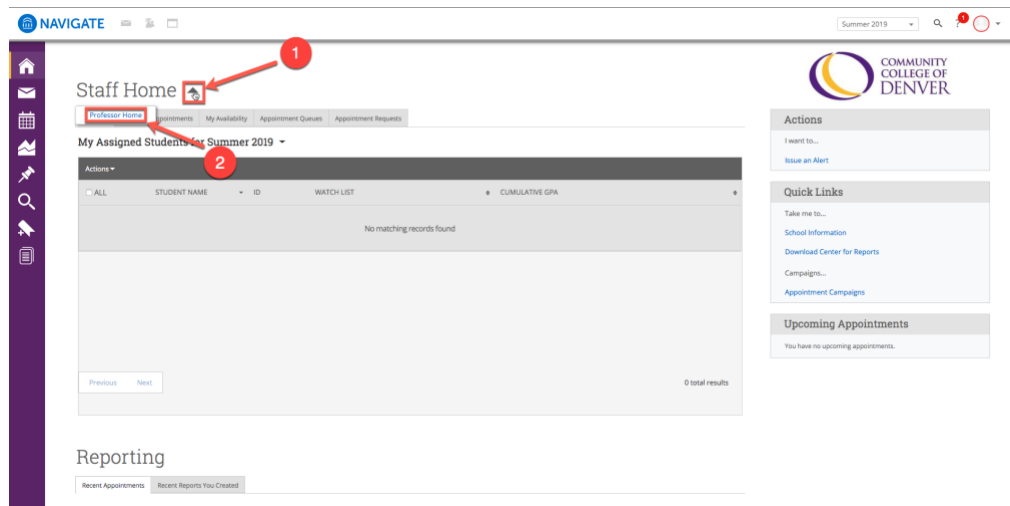
3. In **Professor Home page**, you will be able to see the students in your classes and issued alerts.

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

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

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

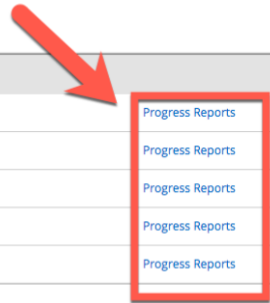8. Progress report will display the evaluation details window shown below.

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.

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

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.

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.

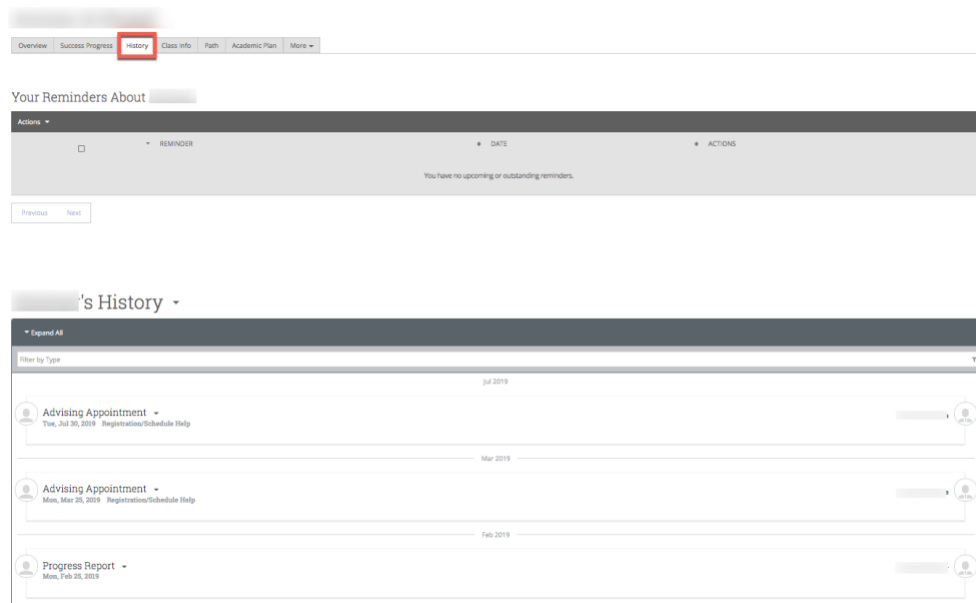|	CLASS NAME	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
☐	CIS-267-001 Mgmt of Information Systems		TR 12:30p-1:45p DCHR-208			0 (0)
☐	CRJ-127-400 Crime Scene Investigation		T 5:00p-8:00p DCHR-105			0 (0)
☐	ENG-121-05R English Composition I:CO1		TR 9:30a-10:45a DCHR-227A			0 (0)
☐	PSY-101-501 General Psychology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

Actions ▾

15. Click Message Student on the right to send a message.
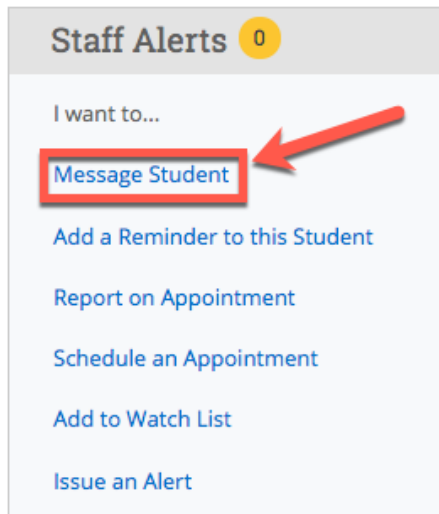
16. You will have the option to send an email or text message.
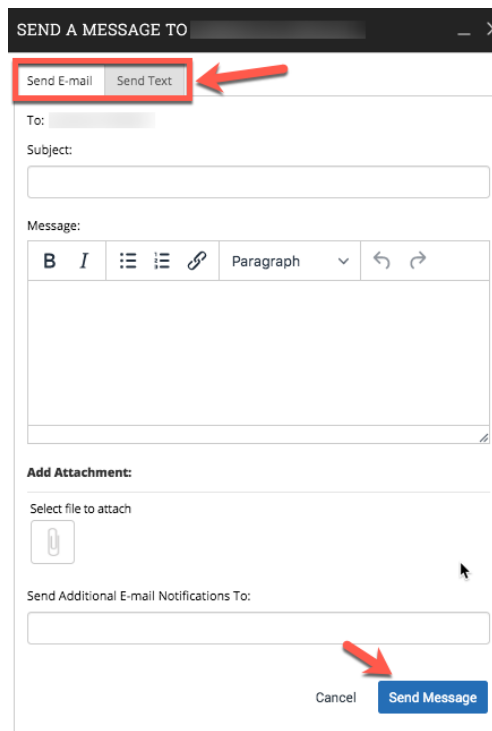
17. [History tab](#) will display student's advising history. Click the appointment to see summary notes.