

Some users may not have access to all features.

## EAB Navigate Cheat Sheet for Faculty/Staff

**Important:** Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).

**How to Submit an Alert** (View the [video tutorial](#))

1. Log in to your Navigate account.
2. From your Staff Home Page, on the right side, under Actions, click Issue an Alert.
  - a. Alternatively, you can submit an alert from your list of assigned students on your Staff home page or students in your classes from the Professor Home page (faculty).
  - b. Click the checkbox next to the appropriate student. Under Actions in the table header, select Issue Alert.
3. In the Issue an Alert popup, search for the Student (if needed).
  - a. You will have to click on the student's name from the list.
4. Select alert reason(s) and, if applicable, select a class this alert is associated with.
5. Enter any additional qualitative comments to inform who will be addressing the alert of details.
6. Then, click 'Submit'.

Alert Reasons	
Academic: Currently failing potential to pass by end of term	Financial: Help needed to complete FAFSA
Academic: Difficulty accessing technology	Financial: Interest in on-campus employment
Academic: High Five - strong effort in class	Financial: Student concerned about paying for college
Academic: Interested in changing major	Other
Academic: Missing assignments but engaged in class	Recommend: Consultation with Health and Counseling
Academic: Needs help accessing books	Referral: Academic honesty/integrity concern
Academic: Recommend student withdraw from course	Referral: Aspire Center for career and major exploration
Academic: Struggling to meet college writing expectations	Referral: Bias Incident reported
Academic: Struggling to understand course content	Referral: Campus nurse
Academic: Student not using approved learning accommodations	Referral: Student may need Learning Accessibility Services
Academic: Student struggles with time & organization	Retention risk: student interested in transferring
Athletic Concern: Change In playing status	Retention risk: Student wants to withdraw immediately
Attendance: Change in attendance behavior	Social: Interested in learning about student organizations
Attendance: Concerned student missed 1-2 class periods	Social: Student expresses lack of connection and belonging on campus
Attendance: Excessive absence (3+ class periods)	Social: Student reported issue with roommate/living situation
Attendance: Falling behind due to lack of engagement	Social: Student struggles with conflict or unusual outbursts

### Need help?

- Click the ? on the upper right in Navigate > Help Center & Support Links > Help Center > (Platform Information) Feature Index > Strategic Care
- Visit the [faculty/staff Navigate page](#) on the Carthage website.
- Visit: <https://carthage.libanswers.com/> Search keyword: Navigate
- For technical issues, submit a help desk ticket to: [navigate@help.carthage.edu](mailto:navigate@help.carthage.edu)

### Logging into Navigate

Carthage's live Navigate site for faculty and staff: Login via OneLogin (Navigate Staff Live icon) or this URL

<https://carthage.campus.eab.com>

Use your Carthage credentials to log into the platform.

### Staff Home page

Select appropriate term from the menu on the upper right side of the screen. View your assigned students/advisees, appointments, and set your appointment availability. You can also issue alerts, see reminders, view your calendar, and manage cases assigned to you. Clicking My Assigned Students for (term) will show a menu with options to select different assigned student tables. The menu will also show your saved searches and student lists.

### Professor Home page

Select appropriate term from the menu on the upper right side of the screen. View an easy access list of students in your classes. You can also submit alerts for students from your Students in My Classes table and see the alerts you have issued for students.

### Student Profile Overview page

From your professor home page, you can click on any student in your class to navigate to the student's profile page. On the student's profile, you will see:

- Student's Advisors
- Student's Major
- Student's Classification
- Student's GPA

### Student Profile page features

From the student's profile, you can message students, add a note on their profile to share with other faculty and staff in the platform, schedule an appointment with the student, and issue an alert.

### Other tips:

- The headers on the tables contain an Actions menu. Click the menu to show more options.
- Use 'Add a Note on this Student' like a "sticky note" to record information **not** tied to an appointment.
- Notes on the student profile page are visible to **anyone** with permission to see notes (e.g. faculty advisors, department chairs, registrar's team, student success advisors, career specialists).
- Use the Navigate **Training** site to explore without impact to students or other users. Login via OneLogin (Navigate Staff Training icon) or this URL: <https://carthage.campus-training3.eab.com> Use your Carthage credentials to log into the platform.