Using Navigate to Identify Students Who Are "Ineligible to Attend in Person"

Overview

Navigate is a Student Success Management System used across campus for advising, tutoring, success coaching, progress reporting, communication, and more. As we kick off our Spring 2021 semester, we are using Navigate to make is easy for instructors to identify which of their students are ineligible to attend classes in person.

A few things to note:

- As long as you are identified in Banner as the instructor, your class roster will show on your Professor profile page. If you don't have access or if your profile doesn't show any classes, first make sure Banner is updated. Banner feeds Navigate so that's always the first place to confirm the class information is correct.
- You may have fewer icons on the left side than what appears in the examples below. This is not a reason for concern. Access (and icons) are based on role assignments (e.g., Advisors have icons that Professors don't have and vice versa).

Step-by-Step Instructions

- 1. Go to your Portal to find the link to Navigate. You can also use this link: https://wvu.campus.eab.com/home.
- 2. Once logged in, your Navigate home screen should resemble a version of what you see below:

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2	Abdulredha, Fatema 3.59	Low	Take me to
3	Abline, Rachel 3.40	Low	Schedule a General Event
4	Abow, Chioe 3.13	Moderate	Manage Assignments
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			Upcoming Appointments You have no upcoming appointments.

3. From your home screen, you will choose the Advanced Search icon to the left of the screen.

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4. On the Advanced Search page, you will enter your filters. The only two needed for this report are the Tag "*Ineligible to attend in person" (under Student Information) and "My Students Only" (at the bottom of the section next to the large Search button). Select those and run the search by pressing the Search button.

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	Search My Students Only	Include Inactive								

5. Once you've run the search, your results will appear on the screen.

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	0	4	Abow, Chloe	800352298		3.13	Sociology	Moderate	Sophomore	Attrib: SO-Sophomore, IR Code: 7, Residency: Non-Resident, Student Campus: WVU	Edit - Impersonate	×
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**A shortcut for future use is to save your search by clicking the Save button. When you save this search, it will re-run all the filters you selected with the most up to date results, removing anyone from the list who no longer fits those filters.

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