

# Using Navigate to Identify Students Who Are “Ineligible to Attend in Person”

## Overview

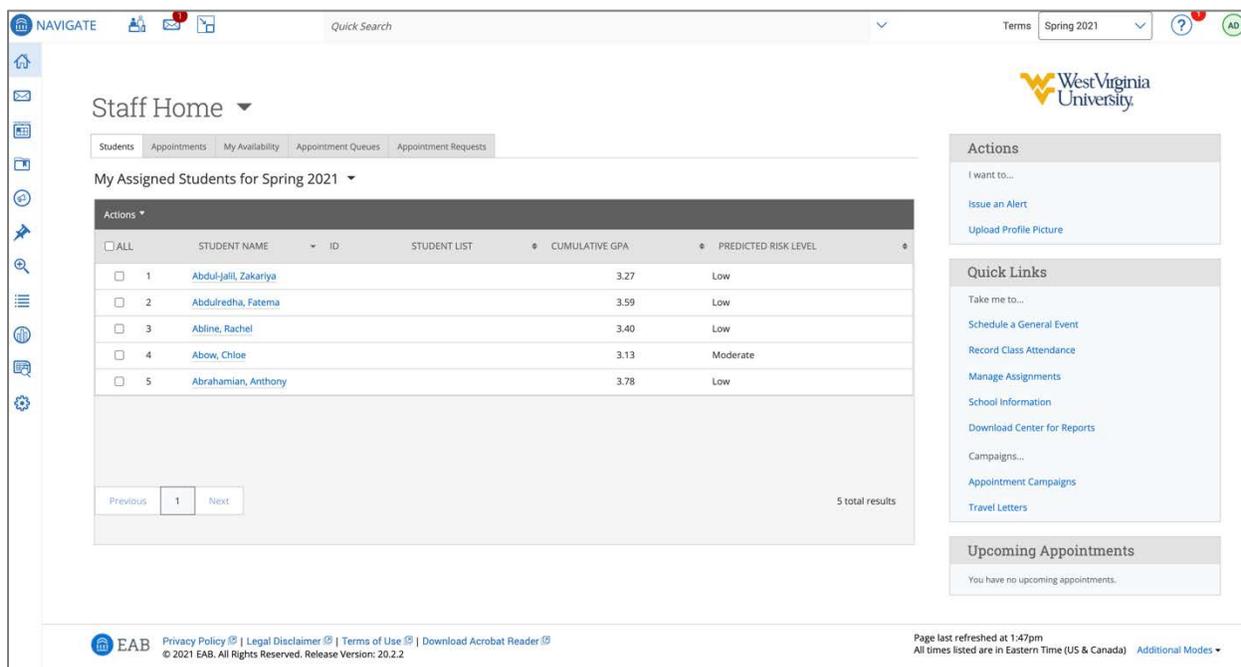
Navigate is a Student Success Management System used across campus for advising, tutoring, success coaching, progress reporting, communication, and more. As we kick off our Spring 2021 semester, we are using Navigate to make it easy for instructors to identify which of their students are ineligible to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



The screenshot displays the 'Staff Home' interface in the Navigate system. The main content area is titled 'My Assigned Students for Spring 2021' and contains a table with the following data:

Actions	STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED RISK LEVEL
<input type="checkbox"/>	1 Abdul-jalil, Zakariya			3.27	Low
<input type="checkbox"/>	2 Abdulredha, Fatema			3.59	Low
<input type="checkbox"/>	3 Abline, Rachel			3.40	Low
<input type="checkbox"/>	4 Abow, Chloe			3.13	Moderate
<input type="checkbox"/>	5 Abrahamian, Anthony			3.78	Low

At the bottom of the table, there are navigation buttons for 'Previous', '1', and 'Next', and a note that there are '5 total results'. The interface also includes a sidebar with navigation icons, a top navigation bar with 'NAVIGATE' and 'Quick Search', and a right sidebar with 'Actions' (Issue an Alert, Upload Profile Picture), 'Quick Links' (Schedule a General Event, Record Class Attendance, etc.), and 'Upcoming Appointments' (You have no upcoming appointments).

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

Staff Home

My Assigned Students for Spring 2021

STUDENT NAME	ID	STUDENT LIST	CUMULATIVE GPA	PREDICTED RISK LEVEL
Abdul-Jalil, Zakariya	3.27		Low	
Abdulredha, Fatema	3.59		Low	
Ablime, Rachel	3.40		Moderate	
Abow, Chloe	3.13		Low	
Abrahamian, Anthony	3.78			

- 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.

Keywords (First Name, Last Name, E-mail, Student ID)?

Student Information

Tag (In Any of these)?

- \*Ineligible to attend in person
- 11/23/20 - Not Registered for 202101
- 2014 AWW OT
- 2015 AWW OT
- 2016 AWOE
- 2017 AWW OT
- 2017 NSO Basecamp

Search  My Students Only  Include Inactive

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

The screenshot shows the 'Search' interface on the West Virginia University website. The page title is 'Search' and the subtitle is 'Unsaved Student Search'. There is a 'Save' button next to the subtitle. Below this, there are tabs for 'Standard User Type: Students' and 'My Students Only'. A 'Search' button and a 'Modify Search' link are visible. The main content is a table with the following columns: ALL, NAME, ID, STUDENT LIST, CUMULATIVE GPA, MAJOR, PREDICTED RISK LEVEL, CLASSIFICATION, CATEGORY, and ACTIONS. The table contains four rows of student data:

ALL	NAME	ID	STUDENT LIST	CUMULATIVE GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1	Abdul-jalil, Zakariya	800337642	3.27	Exercise Physiology	Low	Sophomore	Attrib: SO-Sophomore, IR Code: 3, Minor: Oakland Hall - East, IR Code: 3, Minor: General Business, Residency: Resident, Sports-WVU: SOCCER (M), Sports: WVU Athlete, Student Campus: WVU	Edit - Impersonate
<input type="checkbox"/>	2	Abdulredha, Fatema	800310696	3.59	Human Nutrition & Foods	Low	Sophomore	Attrib: First Generation Student, Attrib: International Student, Attrib: SO-Sophomore, IR Code: 7, Residency: Non-Resident, Student Campus: WVU	Edit - Impersonate
<input type="checkbox"/>	3	Abline, Rachel	800312352	3.40	Pre-Comm Science and Disorders	Low	Sophomore	Attrib: SO-Sophomore, IR Code: 6, Minor: General Business, Minor: Human Services, Residency: Non-Resident, Student Campus: WVU	Edit - Impersonate
<input type="checkbox"/>	4	Abow, Chloe	800352298	3.13	Sociology	Moderate	Sophomore	Attrib: SO-Sophomore, IR Code: 7, Residency: Non-Resident, Student Campus: WVU	Edit - Impersonate

At the bottom of the table, there are 'Previous', '1', and 'Next' navigation buttons, and a note that says '5 total results'.

**\*\*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.**

This screenshot is identical to the one above, but with a red circle highlighting the 'Save' button located next to the 'Unsaved Student Search' subtitle.

West Virginia University

NAVIGATE Quick Search Terms Spring 2021

## Search

Unsaved Student Search [Save](#)

SAVE SEARCH

Name

Ineligible to return in person

[cancel](#) [Save Search](#)

Saved Searches

Standard User Type: Students Tagged With: \*Ineligible to attend in person My Students Only

[Search](#) [Modify Search](#)

Actions

ALL	NAME	ID	STUDENT LIST	CUMULATIVE GPA	MAJOR	PREDICTED RISK LEVEL	CLASSIFICATION	CATEGORY	ACTIONS
<input type="checkbox"/>	1 Abdul-Jalil, Zakariya	800337642		3.27	Exercise Physiology	Low	Sophomore	Attrib: SO-Sophomore, Housing: Oakland Hall - East, IR Code: 3, Minor: General Business, Residency: Resident, Sports-WVU: SOCCER (M), Sports: WVU Athlete, Student Campus: WVU	<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	2 Abdulredha, Fatema	800310696		3.59	Human Nutrition & Low Foods		Sophomore	Attrib: First Generation Student, Attrib: International Student, Attrib: SO-Sophomore, IR Code: 7, Residency: Non-Resident, Student Campus: WVU	<a href="#">Edit - Impersonate</a>
<input type="checkbox"/>	3 Abline, Rachel	800312352		3.40	Pre-Comm Science and Low Disorders		Sophomore	Attrib: SO-Sophomore, IR Code: 6, Minor: General Business, Minor: Human Services, Residency: Non-Resident, Student Campus: WVU	<a href="#">Edit - Impersonate</a>

Previous 1 Next 5 total results

West Virginia University

NAVIGATE Quick Search Terms Spring 2021

## Student Lists

Actions [New Student List](#)

NAME	# OF STUDENTS
<input type="checkbox"/> <a href="#">WVUE-191 302 Fall 19</a>	13

## Saved Searches

Actions [New Saved Search](#)

NAME
<input type="checkbox"/> <a href="#">Ineligible to return in person</a>

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