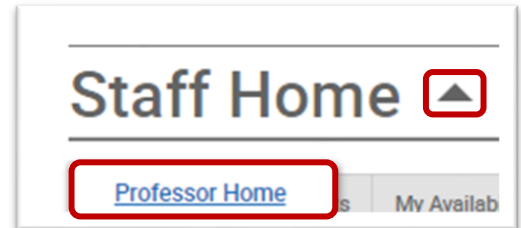# Navigate360: Submit Academic Alerts

From the Professor Home a user may issue Progress Reports (Academic Alerts), view course rosters, and open student profiles.

1. Log into Navigate
- Login to Navigate at https://etsu.campus.eab.com/ or
- Login to GoldLink.
  - Click the *Advisor* menu from the left navigation
  - Click the *EAB Navigate* tile. Click *Login to Navigate*.
- Enter your ETSU username (your email address without the @etsu.edu) and the password you use for GoldLink. Click *Log in*.
- If the staff homepage loads upon login, click the drop-down arrow next to your name and click *Professor Home.*

2. Submit academic alerts
- At the top of your *Professor Home*, a yellow notification box will appear prompting you to respond to progress report requests (what ETSU refers to as Academic Alerts).
- Click *Fill Out Progress Reports.*
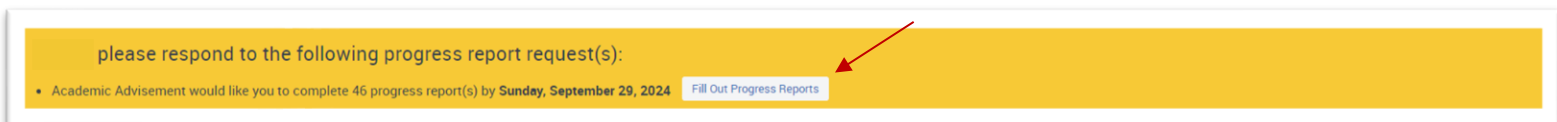
- The progress report page will load with a roster of your students for each course.
- For each student, fill in the following boxes:
  - Check *Yes* or *No* for *Are You Concerned about this Student.*
  - If you click *Yes*, select a reasoning from the drop-down menu: *Encourage Class Attendance*, *Encourage D2L Log-ins*, *Missing Assignments*, Referral: Non-Academic Help Needed, and *Referral: CFAA for Tutoring.*
    - **NOTE:** If you select one of the *Referral:* alert reasons, a case is this open to the Dean of Students for Non-Academic Help or to the CFAA for tutoring. Both Care Units have internal processes for case-management and responding to your concern.
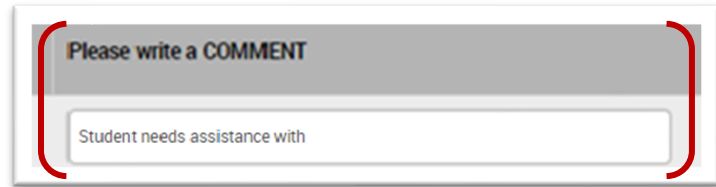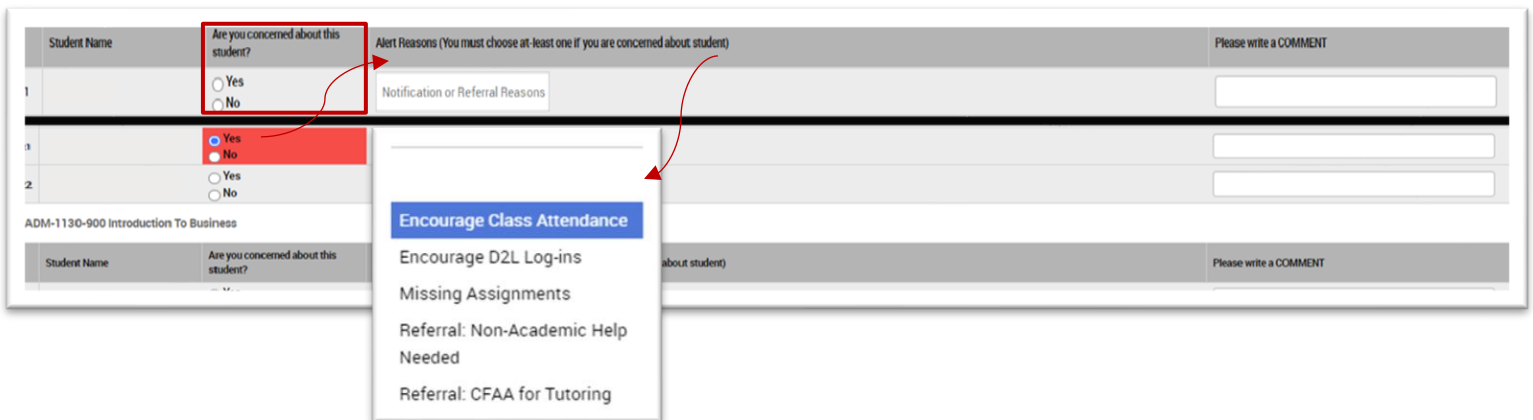

Continue to next page…

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- In the comment box, please *Write a Comment* with background information about your concern and/or if you have already tried to provide support to the student/suggest campus resources. This is valuable information for Referral sites and for the student's success team so they can provide the best support as possible.

Please write a COMMENT

Student needs assistance with

- Repeat these steps for all students and click *Submit Marked Students*

Submit marked students

This button submits progress reports for students you've marked. **Once they're submitted, those students will no longer appear on your list.** Students not selected will remain on the list, so you can submit alerts for them later.