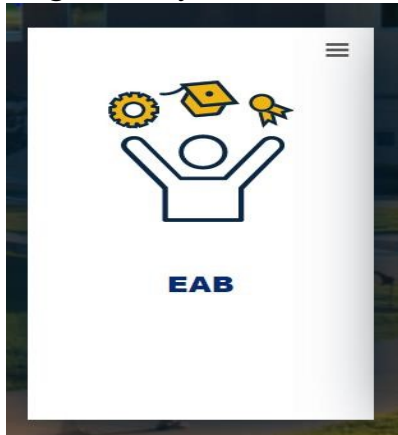


EAB –ISSUE ALERT

Faculty members should use EAB to issue alerts when they feel students are at-risk in a course. The determination of whether a student is at-risk or not is based upon the faculty member's assessment of the student's effort and level of success in the course.

1. There are two ways to log into EAB.

- Log into My Leo and then select the EAB application.



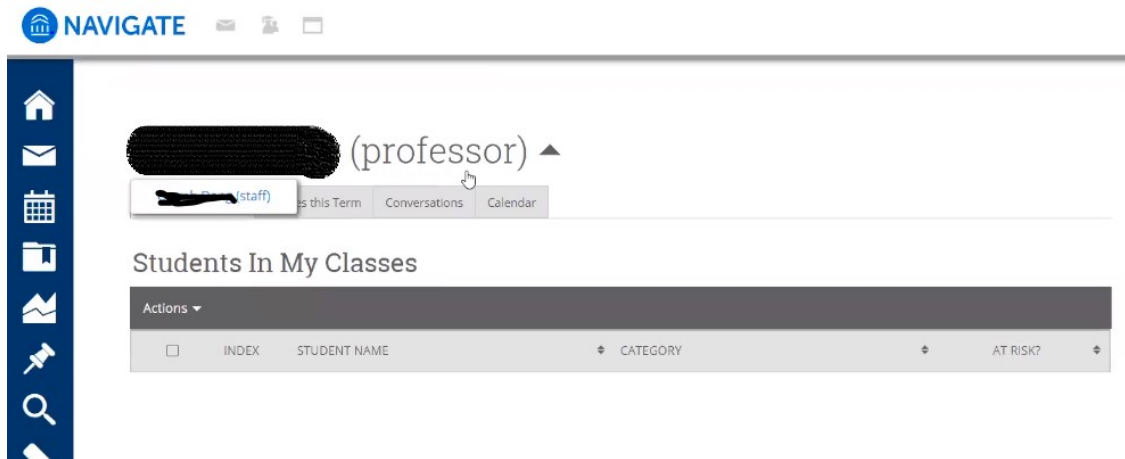
- Or go to <https://tamucommerce.campus.eab.com/> .
The username and password will be the same used to log into My Leo.

2. After logging into EAB, the Homepage will appear. Select the term in the right corner.

A screenshot of the EAB Professor Home page. The page has a dark blue sidebar on the left with icons for home, mail, calendar, pin, search, and a plus sign. The main content area is white and contains the following sections: "Professor Home", "Class Listing" (with a table header showing "CLASS NAME", "TIME", and "ROOM"), and "Students In My Classes". In the top right corner, there is a dropdown menu for selecting a term. The dropdown is open, showing a list of terms: "Summer II 2020", "Winter Mini 2021", "Fall 2020", "August Mini 2020", "Summer II 2020", "Summer I 2020", "May Mini 2020", and "Spring 2020". The "Summer I 2020" option is highlighted in blue. Below the dropdown, there are links for "Records My Class Attendance", "Manage Assignments", "School Information", and "Download Center for Reports". The TAMU MERCE UNIVERSITY logo is visible in the top right corner.

EAB –ISSUE ALERT

- The Homepage view will vary between Staff and Faculty. Staff, with faculty access, may choose to view as a Professor by selecting the drop down button. This button is found to the right of your name.



The screenshot shows the NAVIGATE interface. At the top left is the NAVIGATE logo. Below it is a vertical sidebar with icons for Home, Mail, Calendar, Documents, Messages, and Search. The main content area shows a user profile for a professor. The profile name is redacted with a black box, followed by "(professor)" and an upward-pointing triangle. A dropdown menu is open, showing options: "View as (staff)", "View as this Term", "Conversations", and "Calendar". Below the profile is a section titled "Students In My Classes" with an "Actions" dropdown menu. Below that is a table header with columns: INDEX, STUDENT NAME, CATEGORY, and AT RISK?.

3. There are two options to issue an alert:

- When viewing a specific student you may select the "Issue an Alert" option from the Actions options.



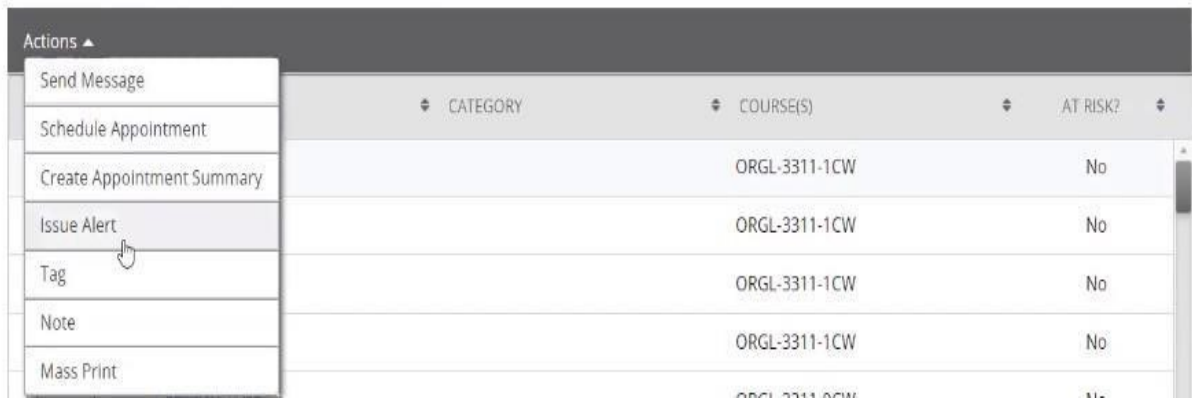
The screenshot shows the Professor Home page. At the top left is a "Professor Home" dropdown menu. At the top right is the Texas A&M University Commerce logo. Below the logo is a "Class Listing" section with a table. The table has columns for CLASS NAME, TIME, and ROOM. There are two rows of class listings, each with links for "Assignments" and "Progress Reports". To the right of the class listing is an "Actions" menu with options: "I want to...", "Issue an Alert", and "Create a New Student". Below the actions menu is a "Quick Links" section with options: "Take me to..." and "Schedule a General Event".

CLASS NAME	TIME	ROOM
(ORGL-3311) Issues in Organizational Ldshp		
		Assignments
		Progress Reports
(ORGL-3311) Issues in Organizational Ldshp		
		Assignments
		Progress Reports

EAB –ISSUE ALERT

- Or when viewing a class, select the student(s) and hit Actions and click on Issue Alert. Multiple students may be selected and issued the same alert.

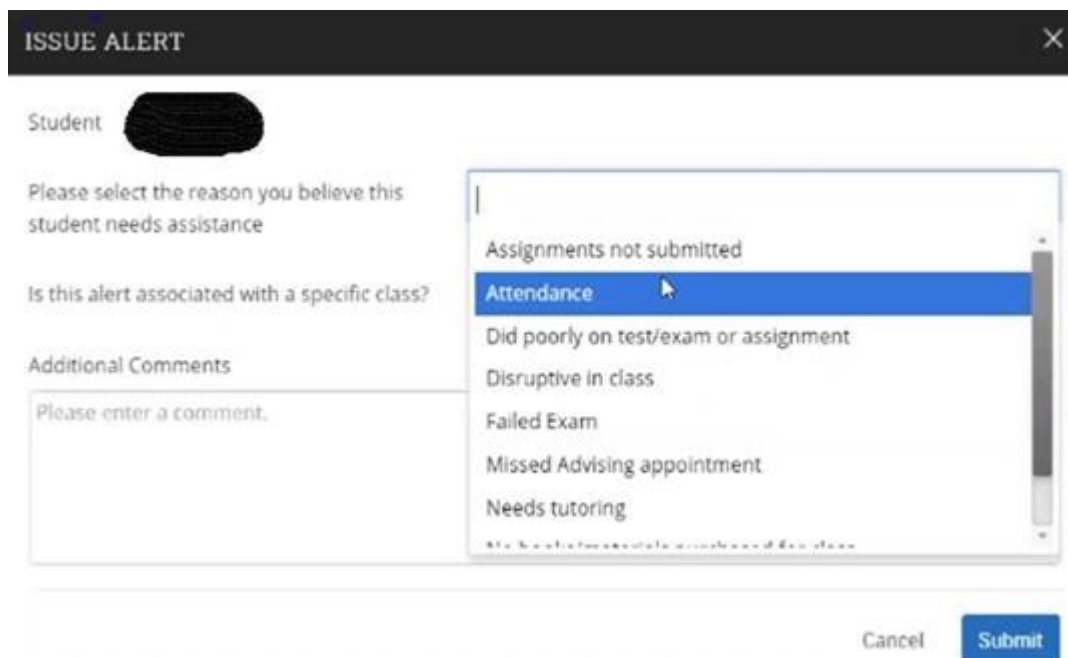
Students In My Classes



The screenshot shows a table with columns for CATEGORY, COURSE(S), and AT RISK?. The 'Issue Alert' option is highlighted in the 'Actions' dropdown menu. The table contains several rows of student data.

CATEGORY	COURSE(S)	AT RISK?
	ORGL-3311-1CW	No
	ORGL-3311-1CW	No
	ORGL-3311-1CW	No
	ORGL-3311-1CW	No
	ORGL-3311-1CW	No

4. Next, a window will appear. Select the reason for issuing the alert from the drop down menu.



The 'ISSUE ALERT' form includes fields for Student, a reason for assistance, a class association, and additional comments. A dropdown menu is open, showing the following options:

- Assignments not submitted
- Attendance
- Did poorly on test/exam or assignment
- Disruptive in class
- Failed Exam
- Missed Advising appointment
- Needs tutoring

Buttons for 'Cancel' and 'Submit' are located at the bottom right of the form.

EAB –ISSUE ALERT

ISSUE ALERT

Student [REDACTED]

Please select the reason you believe this student needs assistance

Assignments not submitted

Is this alert associated with a specific class?

Optional

Optional

ORGL-100-0CW CBE - Orientation

ORGL-3321-1CW Data Driven Decision Making I

ORGL-3311-1CW Issues in Organizational Ldshp

Additional Comments

Please enter a comment.

Cancel Submit

5. To view a student's profile there are two options.

- Search for the student using the search tool in the top right corner. A student be located by entering their name, CWID, or TAMUC email.



Summer I 2020



EAB –ISSUE ALERT

- Or when viewing a class, you may select the students name from within the **Student in My Class** screen.

Students In My Classes

Actions ▾				
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?
<input type="checkbox"/>	1	[REDACTED]	ORGL-3311-1CW	No
<input type="checkbox"/>	2	[REDACTED]	ORGL-3311-1CW	No
<input type="checkbox"/>	3	[REDACTED]	ORGL-3311-1CW	No
<input type="checkbox"/>	4	[REDACTED]	ORGL-3311-1CW	No
<input type="checkbox"/>	5	[REDACTED]	ORGL-3311-0CW	No
<input type="checkbox"/>	6	[REDACTED]	ORGL-3311-1CW	No
<input type="checkbox"/>	7	[REDACTED]	ORGL-3311-1CW	No

6. The History tab of the student shows when the student was marked at-risk, when an alert was issued, and the comments associated.

The screenshot shows the NAVIGATE student portal interface. At the top left is the NAVIGATE logo. To the right of the logo are icons for mail, a person, and a calendar. Further right is a dropdown menu showing 'Summer I 2020', a search icon, a help icon, and a profile icon. Below the header is a dark blue sidebar with icons for home, mail, calendar, and a document. The main content area features a student's name [REDACTED] and a navigation bar with tabs: Overview, Success Progress, History (selected), Class Info, and Major Explorer. On the right side, there is a 'Staff Alerts' section with a yellow circle containing the number '0' and a dropdown menu labeled 'I want to...'.