

Navigate360: View Course Rosters

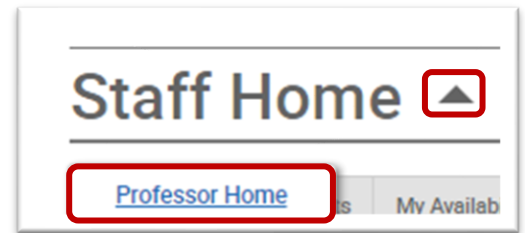
Switching between the Staff Home and the Professor Home allows the user to toggle between assigned student lists and rosters for students enrolled in courses. From the Professor Home a user may issue Progress Reports, view course rosters, and open student profiles.

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*.

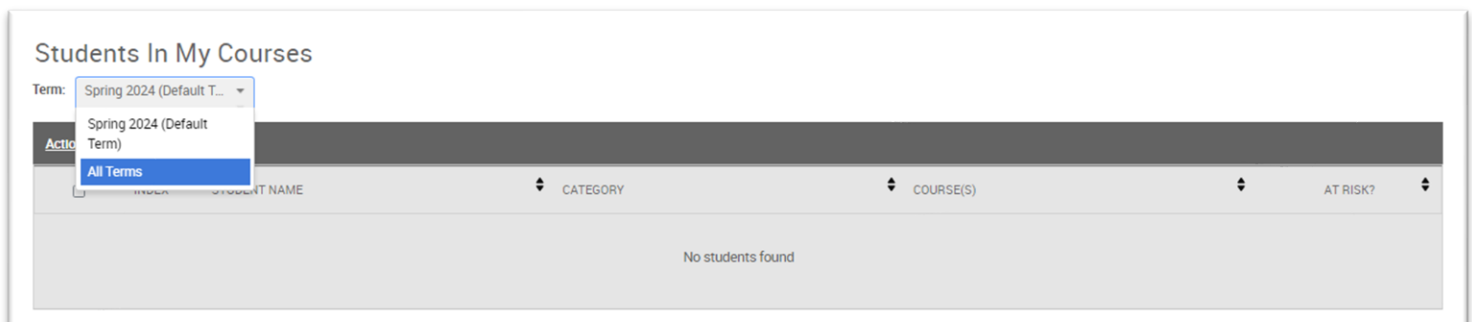
2. Review course rosters

- If the staff homepage loads upon login, click the drop-down arrow next to your name and click *Professor Home*



3. Download the assigned student list

- To view courses for the current or upcoming term, select the desired term from the *Term* drop-down menu under *Courses*
- To view the students enrolled in courses for the current or upcoming term, select the desired term from the *Term* drop-down menu under *Student In My Courses*
- To open a student profile, click the students name from the list under *Students In My Courses*



4. Issue a notification/referral for multiple students:

- Click the checkboxes next to the names of the students to be referred
- Click the *Actions* menu to the top left of the *Student In My Courses* box
- From the *Actions* menu, click *Issue Notification or Referral*

