

FERPA – An Overview for Faculty

RJ Sweeney

Associate Registrar – Records and Registration

Office of the Registrar

Overview:

The Family Educational Rights and Privacy Act (a.k.a. FERPA or the Buckley Amendment) is federal legislation enacted in 1974 that protects the privacy of student education records. FERPA applies to all current and former students of the University of Vermont. Once a student is attending the University, the rights afforded to parents under FERPA, if any, transfer to that student.

What rights are granted to students under FERPA?

- Right to Inspect and Review one's own Student Education Record
- Right to Request to Amend one's own Student Education Record
- Right to Provide Written Consent prior to disclosure of Personally Identifiable
- Information, except to the extent that FERPA authorizes disclosure without consent
- Right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Vermont to comply with the requirements of FERPA

What records are NOT education records under FERPA?

Sole Possession Records

Law Enforcement Unit Records

Employment Records

Medical Records

Post-Attendance Records

Common exceptions to written consent include (please see [policy](#) for additional items):

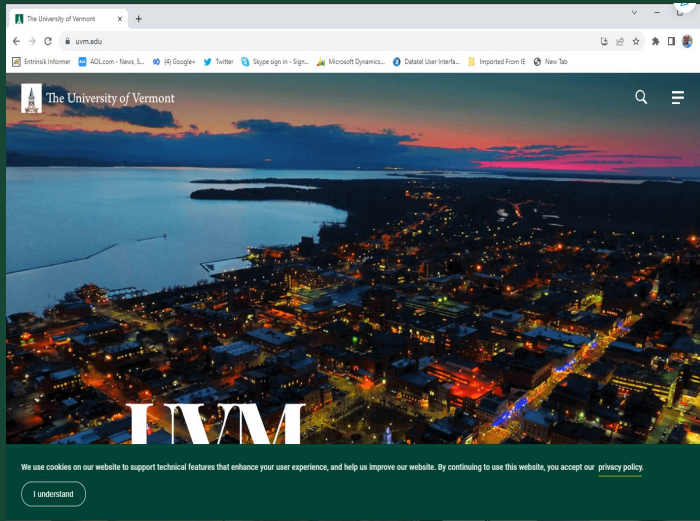
The information is considered “Directory Information”, and the student has not taken formal action to restrict its release (a confidentiality indicator would appear on their record). Directory Information is information contained in a Student Education Record that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory Information at UVM:

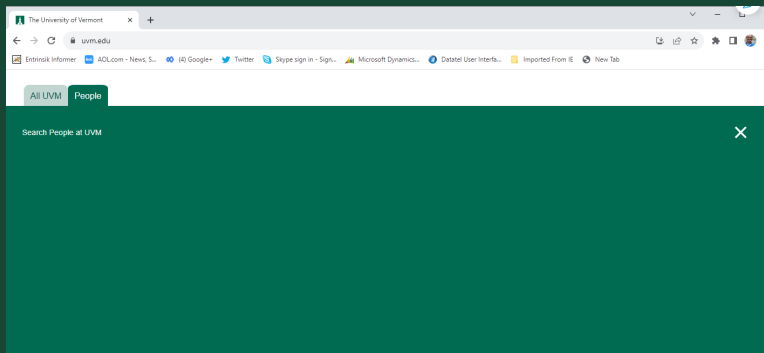
- name
- address
- telephone number
- University-issued email address
- dates of attendance
- class (grade level)
- most recent educational agency or institution(s) attended
- major field of study
- enrollment status
- awards
- honors (including Dean's list)
- degree(s) conferred (including dates)
- past and present participation in officially recognized sports and activities
- physical factors: height, weight (applies to Varsity student-athletes only)
- photograph
- Residency or other post-completion placements (applies to Larner College of Medicine students only)

How do I know if a student has a confidentiality flag on their record?

#1 : Go to UVM homepage, click on the search magnifying glass icon



Select “People” tab and type in student’s name. If they do not show up on search, they may have a confidentiality flag.



#3 In myUVM, go to your Class Roster card

Select the correct term and click Submit

Choose your course from the list and click Submit

Click on the student's name



Rec No.	Pro-noun	Student Name
1	name only	Student, Preferred

Student/Faculty Information System (SIS)

Student Faculty Deans and Department Chairs

General Student Information

Pronoun: name only

Email address: Test.Student@uvm.edu

⚠ Confidential Address and Phone Number for Preferred Student

Student Information effective from Summer 2024 to The End of Time

Registered for Term: No

First Term Attended: Spring 1995

Status: Inactive Student

Residence: Out-of-state Resident

Student Type: Continuing Student

Class: First Year

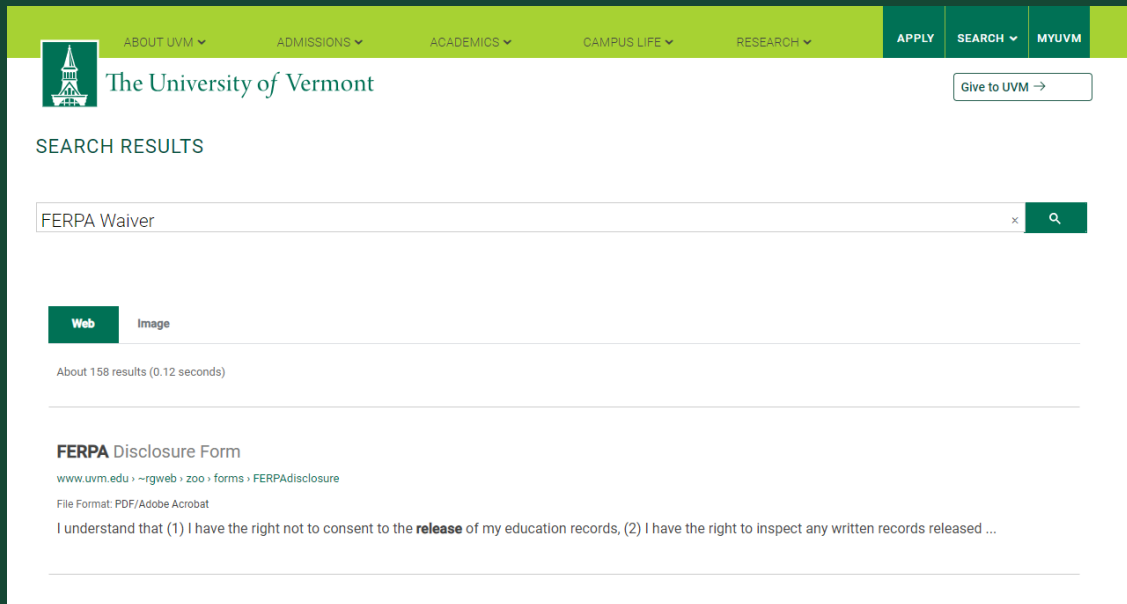
Disclosure of information from confidential educational records is limited to the eligible student or to others:

1. To whom the eligible student releases the records.
2. Who have a “Legitimate Educational Interest” - exists when a School Official needs to review a Student Education Record in order to fulfill their professional responsibility. Employment by the University does not give faculty/staff the right to view all student information.

A School Official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position.

How does a student waive their FERPA rights?

Where to find the university FERPA disclosure (waiver) form



The screenshot shows the top navigation bar of The University of Vermont website with links for ABOUT UVM, ADMISSIONS, ACADEMICS, CAMPUS LIFE, RESEARCH, APPLY, SEARCH, and MYUVM. The search bar contains the text "FERPA Waiver" and shows "About 158 results (0.12 seconds)". The first result is titled "FERPA Disclosure Form" and includes the URL "www.uvm.edu > ~rgweb > zoo > forms > FERPAdisclosure" and the file format "PDF/Adobe Acrobat". The text of the form begins with "I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released ...".

ABOUT UVM ▾ ADMISSIONS ▾ ACADEMICS ▾ CAMPUS LIFE ▾ RESEARCH ▾ APPLY SEARCH ▾ MYUVM

 The University of Vermont [Give to UVM →](#)

SEARCH RESULTS

FERPA Waiver x 🔍

Web Image

About 158 results (0.12 seconds)

FERPA Disclosure Form

[www.uvm.edu > ~rgweb > zoo > forms > FERPAdisclosure](#)

File Format: PDF/Adobe Acrobat

I understand that (1) I have the right not to consent to the **release** of my education records, (2) I have the right to inspect any written records released ...

Form for Disclosure of Student Records

To:

[Name of University of Vermont Department/Unit Holding Records]

From:

Student's First Name	Middle Initial	Last Name	NetID
Permanent Street Address	City	State	Zip Code

The Family Educational Rights and Privacy Act of 1974 (FERPA) establishes the privacy rights of students with regard to educational records which are not classified as directory information. The Act requires, in most instances, prior consent from the student for disclosure of such records to third parties. See UVM's FERPA Rights Disclosure Policy, <https://www.uvm.edu/policies/student/ferpa.pdf>

I hereby authorize UVM to disclose the following records or information:

Individual to Receive Records:

[Name] _____

[Address] _____

Purpose of Disclosure:

Description of Records/Information to be Disclosed:

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to the Custodian of Records.

This authorization will remain valid for the current academic year, unless I sooner revoke it in writing. A copy of this authorization will serve as a valid consent.

Student Signature: _____ Date: _____

Testing your FERPA knowledge

**Is UVM required to release directory
information?**

NO

UVM is NOT obligated to release directory information, except under certain circumstances. FERPA states only that an institution MAY release information. When in doubt about whether information is directory information, or if you have an uneasy feeling about why it's being requested, do NOT release it.

In addition, you should always ask why the information is being requested.

**Is access to student information the
right of every University of Vermont
staff or faculty member?**

NO

Only employees with a LEGITIMATE EDUCATIONAL INTEREST should have access to student information. For legitimate educational interest to exist, a school official must need to review an education record in order to fulfill their professional responsibilities to the University.

Employment by the University does not give faculty/staff the right to view all student information.

Access to student information does not give faculty/staff the right to view just any student record.

A student's parent calls to ask how their child is doing in a class. Can you provide this information without the consent of the student?

NO

Even if the caller is the student's parent and may be paying for the student's education, you cannot give the parent information about how their student is doing in a class without the written consent of the student.

An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the University responsible?

YES

Information on a computer screen should be treated the same as printed documentation.

**The medium in which the information is held is unimportant.
Student information should not be left accessible or unattended,
including computer displays.**

You get a frantic phone call from someone who says he is a student's father and must get in touch with their child immediately because of a family emergency.

Can you tell him when and where their next class is today?

NO

For the safety of the student, you cannot tell another person where a student is at any time. Inform the caller that they should contact UVM Police Services or the Registrar's Office for more information.

Is an advisor required to let a student inspect and review their personal notes about the student that are kept in a file in the desk of the advisor's office?

These are files that have not been shared with others.

NO

"Sole possession" records are an exception to the definition of "education records" and are therefore not accessible to the student. As their title implies, records of this nature are only required to be accessible to the sole owner, which in this case would be the advisor.

Remember to keep in mind that once an instructor enters any notes into the Advisor Notes application in myUVM, they become part of the student's educational record.

Do FERPA rights continue after a student has graduated from UVM?

YES

Former students have FERPA rights like current students. FERPA protection lasts for life.

FERPA “Danger Zones” for Faculty and Staff

- Circulating a printed class list with student name and Student ID number or grades as an attendance roster.
- Discussing the progress of any student with anyone other than the student without the consent of the student (e.g. parents, employers, other students).
- Sharing student education record information, including grades or grade point averages, with other faculty or staff members of the University unless their official responsibilities identify their “legitimate educational interest” in that information for that student.
- Providing anyone with lists of students enrolled in your classes for any commercial purpose.
- Providing anyone with student schedules or assisting anyone other than university employees in finding a student on campus.
- Giving out directory information about a student who has requested confidentiality without their consent.
- Including personally identifiable information about student “A” in student “B’s” record without student A’s permission.
- Including FERPA protected information in a letter of reference without the student’s written permission (this includes the student’s GPA or grade in your class).

UVM FERPA Policy

<https://www.uvm.edu/sites/default/files/UVM-Policies/policies/ferpa.pdf>

When in doubt, err on the side of caution and do not release student educational information. Contact the Office of the Registrar for guidance

Questions?

Navigate360 – A powerful student success platform

August 18, 2025

RJ Sweeney

Associate Registrar

NAVIGATE360

Navigate360

- Advanced search
- Referrals and case management
- Appointment reports and shared notes
- Early alerts intervention
- Campaigns
- Front desk management

Desktop and App driven **appointment scheduling**.

Connect Network links students to their support team

Navigate360 for Students

- Intake survey
- Appointment Scheduling
- Quick polls
- Push Notifications
- Holds Center
- Campus Resources

STUDENT APPLICATION

STAY ENGAGED

To-Do List, Calendar, and Appointment Scheduling

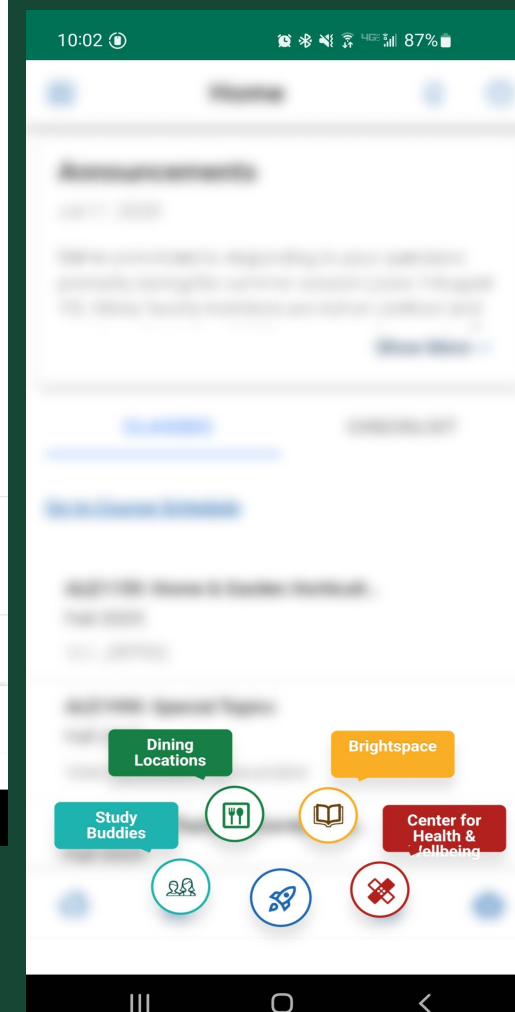
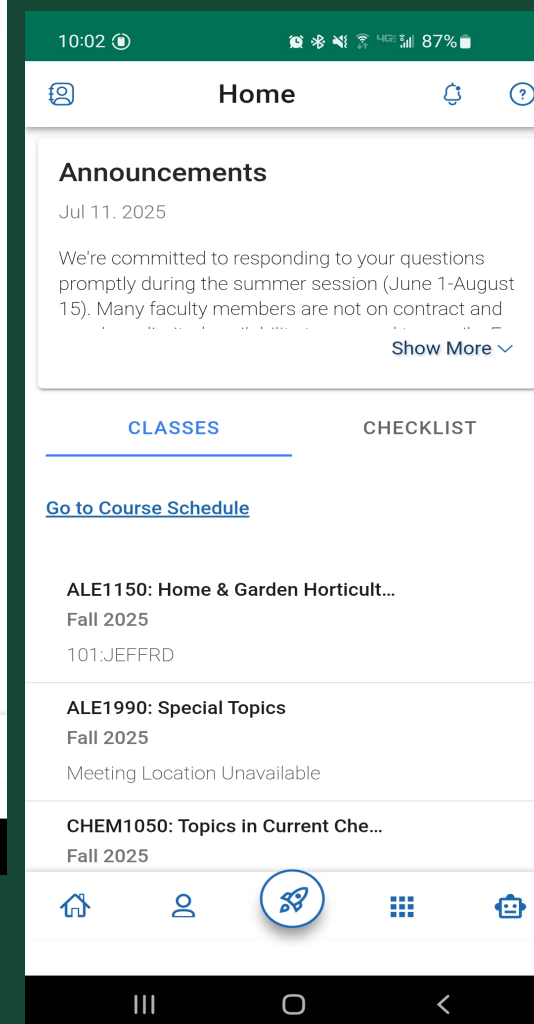
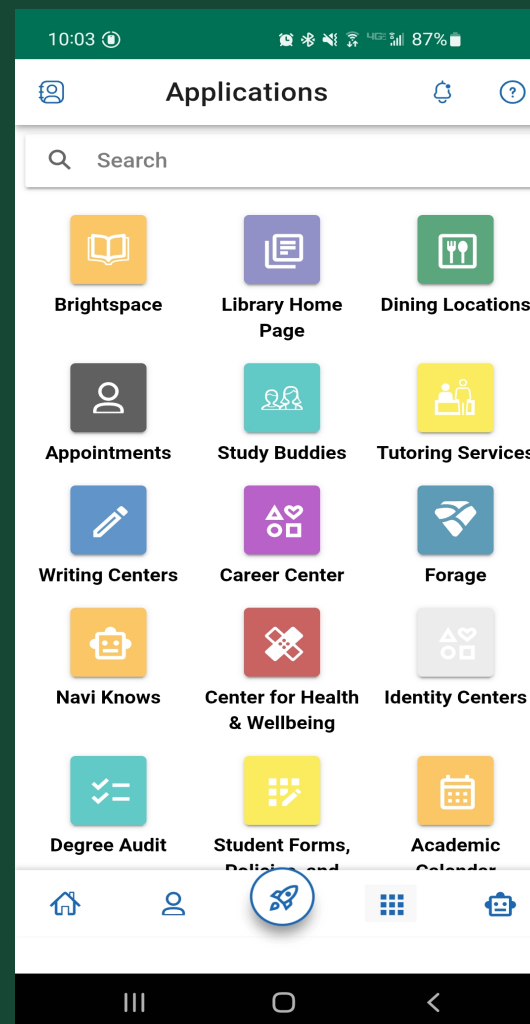
BE PROACTIVE

Learn about and resolve holds, find study buddies, on campus dining options, explore major and career options, ask Navi Knows (AI knowledge agent)

KEEP ORGANIZED

Access campus resources

View course schedule



Alerts/Referrals

Alerts are a way to draw attention to a student who might be at risk for a variety of reasons, such as losing financial aid, needing tutoring, or intending to withdraw from the institution. There are also “positive” alerts that can be issued to students, such as “Kudos!” for doing a great job, and “encouragement”, which is a neutral alert.

3 ways to issue an alert

- 1. Professor Home – ad hoc**
- 2. Student Profile – from the Actions menu**
- 3. Professor Home – from student lists**

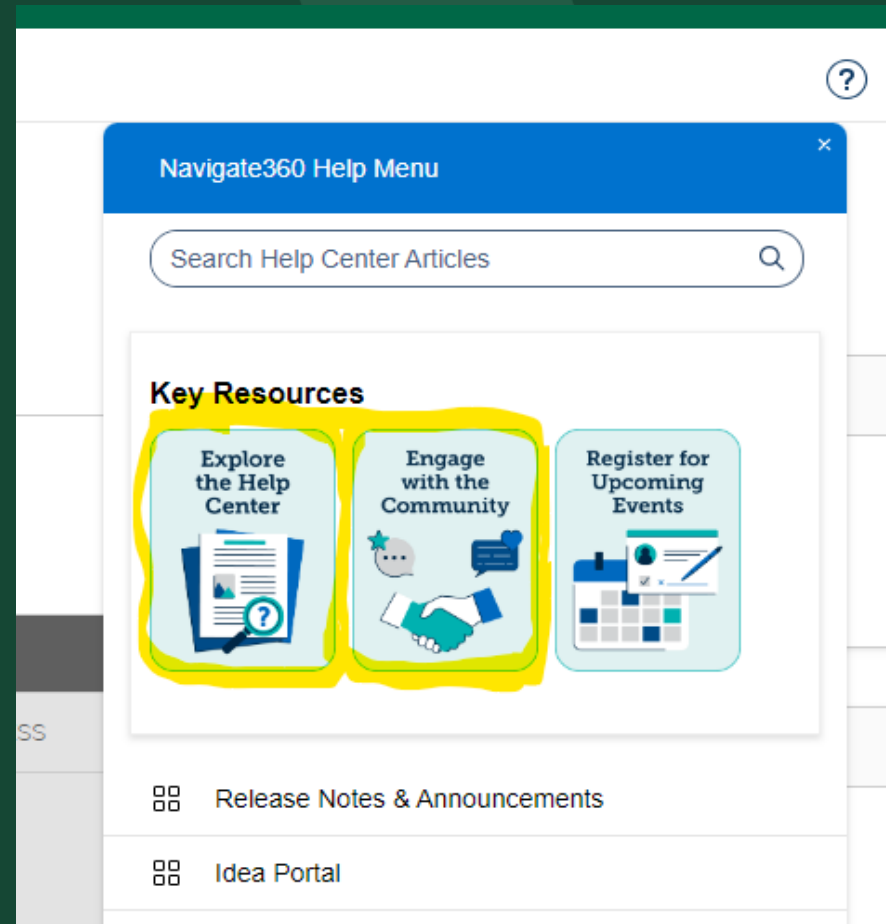
Faculty Advising

Navigate360 gives you many tools that will make administrative and advising tasks easier

1. **Scheduled availability for office hours and student appointments.**
2. **FERPA compliant collaborative advising notes space.**
3. **Trackable alert cases and referrals to other campus offices**

Navigate360

Help Center





Introduction to Navigate360

For faculty instructors, graduate assistants, and/or faculty advisors

LEVEL

- Introducing Navigate360
- Your Professor Home Page
- Learning More About Your Students

1

Introducing Navigate360

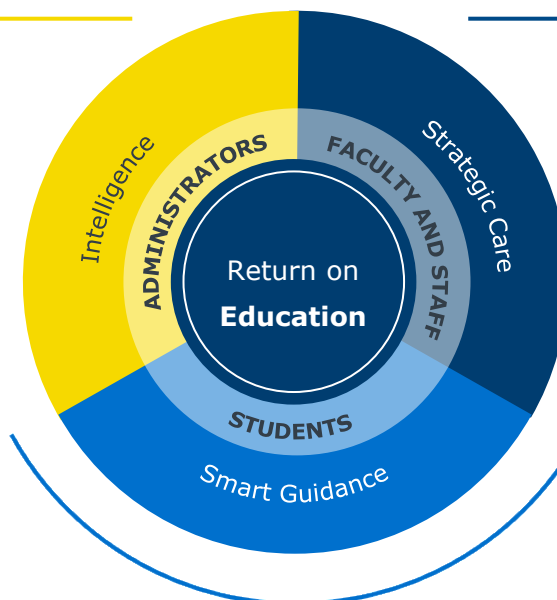
Introducing EAB's Student Success Management System (SSMS)

Our **Student Success Management System** is an **enterprise-level technology** that links administrators, advisors, deans, faculty, other staff, and students in a coordinated care network designed to help schools **proactively manage student success** and deliver a **Return on Education**.

How It Works

EAB Analytics Use Machine Learning to Turn Historical Patterns into Current Insights

Unlock the power of data analytics and machine learning to bring timely student success management **intelligence** to administrators and leaders.



Create a connected and coordinated network of support for every student, enabling targeted intervention and proactive, **strategic care**.

Provide **smart guidance** and intelligent information at the most pivotal moments students encounter in college, simplifying and structuring the student journey to completion.



Intelligence For Administrators

Unlocking the power of SSC's data analytics

Institutions at advanced levels of SSM Intelligence consistently collect historical data from across the institution. Members use data to drive day-to-day activity and inform intervention strategy, and review data to track progress and make improvements.



Strategic Care for Faculty and Staff

Creating a connected and coordinated support network for all students

Institutions at advanced levels of SSM Strategic Care strategically use Navigate360 to provide holistic care to all students. Members rely on cases, alerts, and campaigns to serve all students and to ensure seamless coordination between all student support offices.



Smart Guidance for Students

Providing curated guidance at the most pivotal moments in each student's journey

Institutions at advanced levels of SSM Smart Guidance empower students to succeed through customized, student-friendly guidance in-real time and automatically notify them when they make a misstep to help them stay on the right path.

Your Professor Home Page

The primary landing page for *faculty* – which may include professors, graduate assistants, teaching assistants, lab assistants, etc., upon logging into Navigate360.

The Professor Home page is where most faculty users arrive when opening Navigate360. It allows users to view key tools that enable them to take action on student success-related tasks, such as filling out Progress Reports, recording class attendance, or managing assignments.

The screenshot shows the Professor Home page in the Navigate360 system. The page layout includes a sidebar on the left with navigation icons, a main content area, and a right sidebar with 'Actions' and 'Quick Links'.

Professor Home

Class Listing

CLASS NAME	TIME	ROOM	
(PHIL-8710) SEMINAR IN BIOETHICS	MWF 8:00a-9:00a	Classroom 1	Assignments Progress Reports

Students In My Classes

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
1	Aavang, Marnie	Gymnastics, Rock Climbing Club, Women's Basketball	PHIL-8710-08
2	Arrington, Azura		PHIL-8710-08
3	Celadon, Janeth		PHIL-8710-08
4	Jollie, Kelton	Debate team	PHIL-8710-08

Actions

- I want to...
- Issue an Alert
- Create a New Student

Quick Links

- Take me to...
- Schedule a General Event
- Record My Class Attendance
- Record All Class Attendance
- Manage Assignments
- School Information
- Download Center for Reports

Progress Reports

If you have been asked to participate in a campaign, you will usually receive email requests to submit feedback on students in your courses. However, you will also be able to fill out **Progress Reports** directly from the links at the top of the Professor Home page. Clicking on 'Fill Out Progress Reports' will direct you to the feedback form.

Class Listing

If you are a faculty member who is teaching a course in the current term, the course information will be outlined in the **Class Listing** section of the Professor Home Page. In addition to the class name, time, and room (if specified), you will also be able to view assignments or progress report campaigns for a given course by clicking the links on the right hand side of the box.

Students in My Classes

If you are a faculty member who is teaching a course in the current term, the **Students In My Classes** gives you a quick and easy way to see and interact with all of the students in your classes. In the main student grid, you will notice several key pieces of information next to each student's name: Category and Course.

My Assigned Students

The **My Assigned Students** grid gives you an overview of the students assigned to you in your SIS for the current term. In addition to the student name, you can also see any applicable category information.

Actions Menu

The **Actions** menu is found on the right-hand side of the home page. The default action is to Issue an Alert. From this link, you are able to issue an ad hoc student alert.

Quick Links

The **Quick Links** box is a section on your Home page that provides easy access to different features within the platform,.

Learning More About Your Students

Helping faculty learn more about a student to better inform one-on-one interactions is one of the core tenants of Navigate360.

As you prepare for an interaction with a student, whether in anticipation of sending out an Appointment Campaign or before a scheduled appointment, the Student Profile aggregates all pertinent information about that student into one place.

The screenshot displays the EAB Navigate360 interface for a student named Panchali Aarhus. The top navigation bar includes the 'NAVIGATE' logo, institution name 'Whitehurst Un...', and semester 'Fall Semester 2016'. The left sidebar contains icons for home, messages, calendar, documents, appointments, search, and settings. The main content area is titled 'Panchali Aarhus' and features a 'Staff Alerts' dropdown. Below this, a 'Success Progress' tab is active, showing a 'Course Grade D/F' of 2, 'Repeated Courses' of 0, 'Withdrawn Courses' of 0, 'Missed Success Markers' of 0, and a 'Cumulative GPA' of 3.00. Other metrics include 'Total Credits Earned' (38.00) and 'Credit Completion % at this institution' (93%). The student's major is 'Pre-Psychology' (Bachelor of Arts, College of Arts & Sciences), and their classification is 'Sophomore'. The 'Advisors' section lists several faculty members, including Caroline Romanoff, Tyler Dillman, Ashley Liberio, Shelagh Mollohan, Elizabeth Yackley, Jol Hayes, Brittany Whittington, Miami Advisor, Addy Advisor, and Seawolf Advisor. The 'Goals & Interests' section shows 'Favorite Majors' and 'Favorite Subjects' as 'None'. The 'Categories' section lists 'Drama Club'. The 'Tags' section includes 'Attended Impact', 'Attended Orientation', 'JamesTag1', 'SEAN NEW TAGGERSON', 'TAG SPEED TEST', and 'test tag'. The 'Enrollment Status' is 'Enrollment Goal'. The right sidebar contains 'Active Appt. Campaigns' (0), 'Links' (Student Profile in SIS, University Homepage, test), 'Student Info' (Student ID: 372971592, Age: 21, DOB: 05/21/1997, Address: 6679 Laird Blvd, Washington, DC 20037, Email: enjw9@rvtyl.eu.wgo, Home: 2022666500, Cell: 2025555555, Login Status: Pending Activation), and 'Your Success Team' (Advisor, Miami; Advisor, Seawolf; Dillman, Tyler, Coach, Advisor; Hayes, Jol, Advisor; Liberio, Ashley, Advisor). The bottom right corner shows 'Student View' with a toggle switch.

Key Features

- Within the **Overview Tab**, the “30-Second Gut Check” is your go-to spot for a high-level overview of a student’s academic performance and progress to date.
- The information included within the **Success Progress Tab** provides additional context on a student’s progression towards degree.
- The **Class Info Tab** provides information regarding a student’s enrollment history, along with grades achieved and credits awarded.
- The **History Tab** aggregates all recorded activity for a student, including appointments, alerts, cases, reminders, notes, summary reports, and progress reports.



Communicating and Meeting with Students

For faculty instructors, graduate assistants, and/or faculty advisors who meet with students

LEVEL

- Searching for Students
- Communicating with Students
- Documenting Meetings with Students

2

Searching for Students

Identifying Students through Common Characteristics with Advanced Search

The Advanced Search function within Navigate360 allows you to create unique cohorts of students based on the layering of various search parameters, the results of which can be used as the foundation for building [appointment campaigns](#) or tracking student progress. Queries will pull lists of *current* students that fit the parameters of the search, and information populating in the results will be a *current* reflection of student data.



Student Information

Use this group of filters to search for students by personal identifying information, such as name, ID, gender, or race.



Term Data

Select conditions within this group of filters to run a search for students using information associated with a specific term.



Enrollment History

Create logic statements to search for students by their enrollment status in a variety of terms.



Course Data

Utilize this group of filters to query students based on courses, section, and status.



Performance Data

Search using these filters to segment student groups by GPA, credits earned, and hours attempted.



Success Indicators

Run a search using these filters to identify students based on predicted risk level or success marker completion status.



Area of Study

Combine elements of this filter to search for students based on areas of study, including college affiliation, degree, concentration, or major.



Assigned To

Enter information into fields in this bucket to pull lists of students assigned to specific advisors, tutors, or coaches.

Saved Searches

Create a *dynamic* list of students by saving unique filter combinations

Saved Searches allows users to conduct a pre-configured Advanced Search without having to manually and repeatedly create a new Advanced Search. Unlike [Watch Lists](#), which save a static list of the same students, a Saved Search dynamically regenerates a list of students or users based on the search criteria. This feature can be especially helpful for users who frequently run the same search at different points in the term, as it allows you to maintain consistency with your search parameters

Watch Lists

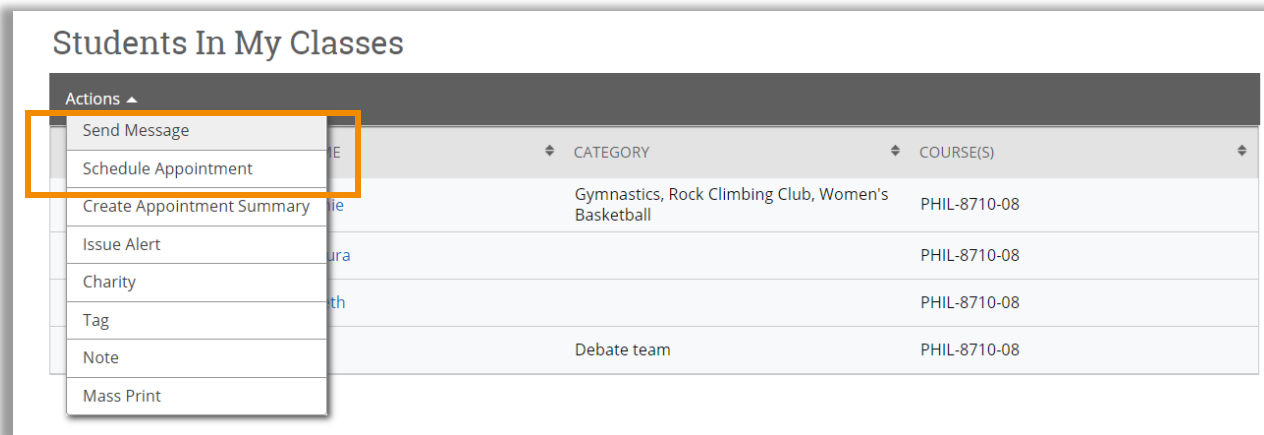
Create a *static* list of students by saving your search results

A Watch List is a static list of students by student ID. You can use Watch Lists in a variety of ways, from maintaining a list of students to track over time in Intervention Effectiveness or offline, to sending messages or appointment campaigns directly from the Watch List.

Communicating with Students

Using Navigate360 to send email and/or text messages to one student or a group of students.

The Navigate360 platform provides both **email** and **text** messaging for faculty and staff to communicate with students, either individually or en masse. Communicating with students through the platform creates records of those communication which can be accessible by other staff or faculty on your campus. In addition, it allows for a quick and easy way to communicate with more than one student at once.



The screenshot shows the 'SEND A MESSAGE TO 4 PEOPLE' dialog box. It has two tabs: 'Send E-mail' (selected) and 'Send Text'. The 'To:' field is highlighted with an orange box and contains the names: 'Marnie Aavang, Azura Arrington, Janeth Celadon, Kelton Jollie'. Below the 'To:' field is a 'Subject:' field. The 'Message:' field is a large text area with a rich text editor toolbar above it, including buttons for bold (B), italic (I), bulleted list, numbered list, link, and paragraph. Below the 'Message:' field is an 'Add Attachment:' section with a 'Select file to attach' button and a paperclip icon. At the bottom, there is a 'Send Additional E-mail Notifications To:' field and two buttons: 'Cancel' and 'Send Message'.

You can send emails or texts to one or more students from your professor homepage, the student profile, or the advanced search. Most "Actions" menus throughout the platform allow for sending emails or texts. See below for screenshots of each of these locations.

Email

Within an email, you can include the following information:

- **Subject:** The subject line for your email message.
- **Message:** The body of your email message. There is no character limit for the message.
- **Add Attachment:** Upload attachments to the email message.
- **Send Additional E-Mail Notifications To:** Allows you to include additional students or staff you also want the email sent to.

Text

Within a Text, you can only include a Message. You are restricted to 160 characters.

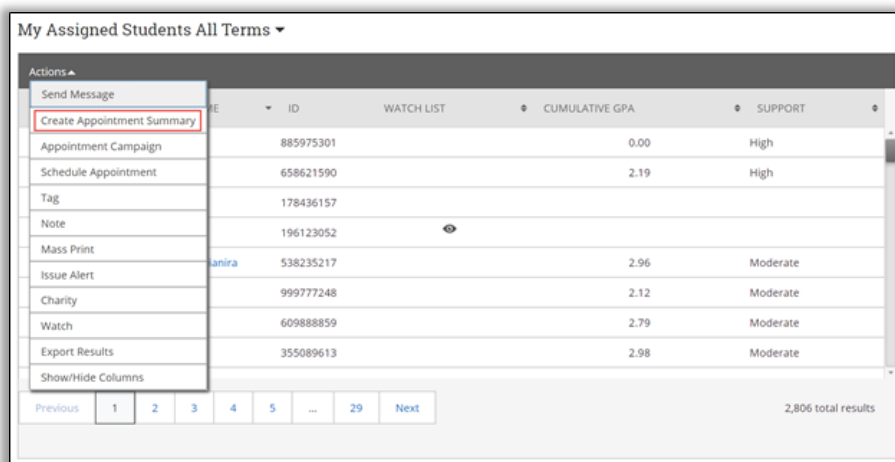
Important Note: Sending an email or text message to more than one student will blind copy all students. In other words, the student **will not** know that the message was sent to more than one student. For both email and text, it will look like the message was only sent to them.

Documenting Meetings with Students

The Navigate360 platform provides several different ways for faculty to document a student interaction. If you are documenting a meeting with a student, you should use an **Appointment Summary Report**.

Summary reports allow you to document information pertaining to a specific student appointment. *Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act.*

There are several different ways to create an ad-hoc Appointment Summary Report for walk-in appointments – you will notice that “Create Appointment Summary” is an option in the Actions dropdown bar throughout the platform. The easiest way to create an ad hoc Appointment Summary Report for a walk-in appointment is from your staff homepage or a student profile.

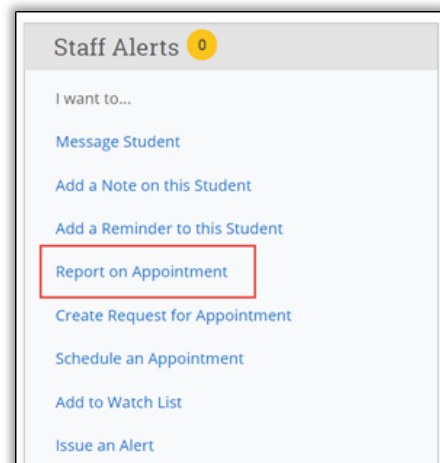


On your Staff homepage, under the “Students” tab, find the specific student in your “My Assigned Students” section, or click the drop down to find the student from one of your saved Lists. From this section, you can click on a student and select “Create Appointment Summary” from the Actions drop down. This will create an Appointment Summary and add that appointment to your calendar in the past.

You can also create an ad-hoc Appointment Summary Report from a student’s profile page. Navigate360 to that specific student’s profile and click “Report on Appointment” from the Actions menu on the right. This will create an Appointment Summary and add that appointment to your calendar in the past.

Where can I access this documentation in the future?

All Appointment Summary Reports you filed can be found in several areas of the platform – your staff home page, the individual student’s profile page, or Reports.





Scheduling Meetings with Students

For faculty advisors and instructional faculty and/or graduate assistants who want to schedule meetings with students

LEVEL

3

- Syncing your Calendar with Navigate360*
- Setting your Availability to Meet with Students
- Scheduling Appointments with Students

*Please see [Synching with Office 365 instructions linked here](#) in the help center

Setting Your Availability to Meet with Students

Use “Availability” in Navigate360 to allow students to see when you are available to meet for office hours and/or advising activities.

Availability can be found on the **My Availability** tab of the Staff Home screen. Availability allows faculty to indicate the days, times, locations, and services for which they are available to meet with students. You may choose to allow students to schedule appointments in advance via student or faculty initiated scheduling.

The screenshot displays the EAB Navigate360 Staff Home interface. The 'Staff Home' tab is selected, and the 'My Availability' sub-tab is highlighted. The 'Available Times' table shows a row for 'Mon, Tue, Wed' from '8:00a-2:15p' at the 'Academic Advising Center TLS TEST' location. The 'Add Availability' modal window is open, showing options to select days of the week, time period, duration, and type of availability (Appointments, Drop-ins, or Campaigns). It also includes fields for Care Unit, Location, Services, and Special Instructions for Student.

To begin, open the Actions menu on the **My Availability** tab and select **Add Time**. You can also run the Availabilities report and select **New Availability** from the Actions menu.

The Add Availability window will open. Select the days of week, time period, and duration of your availability.

Next, select the appropriate type of availability. Availability for “Appointments” allows students to initiate scheduling an appointment, while “Campaigns” availability is applicable if and when a faculty member initiates the scheduling process with a student by sending an appointment request.

Now select your Care Unit from the drop-down. This will determine which location and services the availability will be for.

After selecting the Care Unit, select a Location. Then select which student services you can provide to students during this availability.

If any Service you select is tied to a Course, a Course menu will appear and you will need to select the Course you are available for.

Click the **Save** button.

Repeat this process until all of your availabilities have been defined. You can have as many availabilities as needed.

Scheduling Appointments with Students

Appointment scheduling in Navigate360 may be initiated by either a student or a faculty member.

Students can use the Navigate Student Appointments feature to schedule advising, tutoring and other appointments on campus. An Appointment Campaign is an important feature that allows staff members to reach out to specific populations of students to encourage them to schedule appointments.

Launching an Appointment Campaign

To begin, click Appointment Campaigns in the Actions or Quick Links menu on your Staff Home Page.

Define the Campaign

In this step, you will set the criteria for your Appointment Campaign. The fields that must be filled out are listed and defined below.

Campaign Name: Campaign Name is visible to the person creating the campaign and any other users who have access to view campaigns, but not visible to the student.

Care Unit: Select the Care Unit the Appointment Campaign will be associated with

Location: Select the location of where the appointment(s) will be held.

Service: Select the Student Service that will be associated with the campaign

Course or Reason: Add the reason or associated course for the campaign here. This will only appear if the Service is tied to a course

Begin and End Date: These are the dates that you want students to start and stop making appointments for the campaign.

Appointment Limit: This will determine how many appointments you wish for the student to schedule during the campaign.

Appointment Length: This is where you define exactly how long the appointment will be. Durations begin at a 5 minute length and will be determined by your configuration.

Slots per Time: Appointments can be individual or group. By adding more than one "slot per time", you can have a group appointment.

Add Students to Campaign

After entering the details on the Define Campaign page, click **Continue**.

Your next step is adding students. If you created this campaign directly from a Watch List or Saved Search, you will be asked to review your students. If not, the Advanced Search screen will open.

Add Staff to Campaign

You will need to select yourself as staff for the campaign. Add yourself to the campaign and click **Continue**.

Compose Your Message

Your next step is to compose the message that you will send to students. This invitation to schedule an appointment through the campaign will appear in a preview below the message and include information about how to use merge tags. DO NOT REMOVE THE SCHEDULE LINK FROM THE EMAIL BODY.

Fields used in the message composition are:

Email Subject: The topic will be the subject of the email going to the student.

Instructions or Notes: This will be specific to the landing page students will be taken to when they click on the link in their email to choose the date and time of their appointment.

After you have finished composing your message, it's time to send out your campaign! Confirm and Send

Review your campaign details, invitees, and advisors on this page. Click **Send** when you are ready to email the invites to the selected students.



UVM has launched the EAB Navigate platform for advisors, faculty, and staff with the goal of helping students explore a path to timely graduation completion with data, services, and supportive connections. Use this Quick Start Guide to make the most of your experience.

Login to EAB Navigate using your university credentials!
<https://uvm.campus.eab.com>

Perform These Key Actions to Identify, Communication With, and Support Students

- **Reference the Student Profile** –After clicking on a student's name through your Professor Home, or the Quick Search, note their Academic progress and any areas of concern with the various tabs on a student's profile
- **Issue an Alert** -Use this feature to submit an early alert on a student who may be at risk. This can be done ad hoc or through progress reports.
- **Mass Email a Group of Students** –Use 'Send a Message' from the 'Actions' drop-down to contact student in your courses list.

UNIVERSITY OF VERMONT

Navigate360 | STUDENT SUCCESS

Professor Home

Courses

Term:
Fall 2024

COURSE NAME	DAYS/TIMES	
(GNRL-1XXX) 1000 Level GNRL	Begins on 08/26/2024 08/26/2024 - 12/06/2024 ONCMP-SEE NOTES	Assignments Progress Reports

Students In My Courses

Term:
Summer 2024 (Default ...)

Actions

INDEX	STUDENT NAME	CATEGORY	COURSE(S)
No students found			

I want to...

[Issue an Alert](#)
[Upload Profile Picture](#)

Quick Links

Take me to...

[Schedule an Appointment](#)
[Record My Class Attendance](#)
[Record All Class Attendance](#)
[Manage Assignments](#)
[School Information](#)
[Download Center for Reports](#)

Student Profile

Overview: On the professor home, click on a student's name to navigate to their profile. On the overview page, find information regarding the student's past academic performance, major history, and predicted risk level.



Overview

Success Progress

History

Courses

Path

Academic Plan

Journeys

More

Course Grade
D/F

0

Repeated
Courses

4

Withdrawn
Courses

2

Missed
Success Markers

0

Cumulative
GPA

3.57

Total Credits
Earned

123.00

Credit Completion %
at this Institution

84%

Overview

Agroecology & Landscape Design
Bachelor of Science
with a concentration in ALD: Agroecology
College of Agric & Life Sci

Student ID
~~XXXXXXXXXX~~
Classification
Senior
Most Recent Enrollment
Spring 2024
Additional Roles
[Advisor](#), [Professor](#), [Super_user](#)

Class Info: Click on the Courses Info tab to see the courses a student is enrolled in for the current term as well as any assignments and the student's unofficial academic transcript.

Courses

Term: Fall 2024

Actions						
☐	COURSE	PROFESSOR	DAYS/TIMES	MID	FINAL	ABSENCE
☐	COAE-2660-A Intro to Comm Entrepreneurship	Trisha Shrum	Begins on 08/26/2024 08/26/2024 - 12/06/2024 TR 2:50pm - 4:05pm ET LAFAYE-L108			0/0
☐	NR-2030-A Ecology, Ecosystems & Environ	Maria Barrios-Garcia Mariano Rodriguez-Cebal	Begins on 08/26/2024 08/26/2024 - 12/06/2024 TR 10:05am - 11:20am ET ML SCI-235			0/0

Assignments

Term: Summer 2024 (Default...)

COURSE	DUE DATE	ASSIGNMENT	STATUS	ACTIONS
There are no course assignments listed for this student.				

Term Details

Fall 2024					Term at a glance:	
-- (3)	COAE2660IL	Intro to Comm Entrepreneurship	RW		Credits:	-
-- (3)	NR2030IL	Ecology, Ecosystems & Environ	RW		Credit Comp %:	-
					Term GPA:	-
					Cum GPA:	3.57
					Academic Standing:	
Spring 2024					Term at a glance:	
1	PSS1990IX	Special Topics	A-		Credits:	6
1	PSS2210IX	Indoor Plants	A-		Credit Comp %:	100%

Three ways to Issue An Alert

1. Professor Home: On the right hand side of the professor homepage, click Submit an Alert. When using this method a student must be selected using a name or student ID to search for them. The alert dialogue box also asks for the reason(s) the student needs assistance, users will choose from a pre-set list of reasons that the SSC Leadership Team has created. Additional fields on the alert dialogue box are the option to select if the concern is related to a specific course and to add any comments related to the issue or referral.

UNIVERSITY OF VERMONT

Navigate360 | STUDENT SUCCESS

Professor Home

Courses

Term: Fall 2024

COURSE NAME	DAYS/TIMES
(GNRL-1XXX) 1000 Level GNRL	Begins on 08/26/2024 08/26/2024 - 12/06/2024 ONCMP-SEE NOTES

[Assignments](#)
[Progress Reports](#)

The University of Vermont

Actions

I want to...

Issue an Alert

[Upload Profile Picture](#)

Quick Links

Take me to...

[Schedule an Appointment](#)

ISSUE AN ALERT

Student

Please select a reason

Select at least one

Is this associated with a specific class?

Optional

Additional Comments

Please enter a comment.

Cancel

Submit

Issue an Alert

Three Ways to Issue an Alert

2. **Professor Home:** On the professor home page, scroll down to Students in My Classes. Click on the box beside a student name. Click on Actions on the gray toolbar and choose Issue Alert. When using this method the student's name will be auto-filled in the dialogue box.

Students In My Classes

Actions ▴		STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
Send Message Issue Alert Note		Student A		ECON-S202-KD1	No
☒	2	Student B		ECON-S100-KD1	No
☐	3	Student C		ECON-S100-KD1	No
☐	4	Student D		ECON-S202-KD1	No

ISSUE ALERT

Student Hannah Mitchell

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Please enter a comment.

Drop - Student Never Commenced Attendance

Challenges with Technology Related to Course

Academic Difficulty Due to Personal Issues Outside Classroom

Submit

Cancel

3. **Student's Profile:** Use the Quick Search to find the student with whom you met. Once on the student's profile, navigate to the right hand menu. In the "I Want To..." actions section there will be an option to Issue an Alert.

Staff Alerts 20

I want to...

Message Student

Add a Note on this Student

Add a Reminder to this Student

Report On Advising Appointment

Report On Tutoring

Schedule an Appointment

Add to Watch List

Issue an Alert

Progress Reports

Filling Out Progress Reports: As a faculty member you will receive an email during the semester prompting you to provide feedback on students in your courses. The email will be similar to the below:



Student Feedback Request

Dear Professor Lynch,

Faculty - please fill out a progress report for your course.

[Click to Begin Entering Student Feedback](#)
The link above expires on 11/30/2016. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:
<https://kirsten.gradesfirst.com/e/jZ05hZMybE>

By clicking on the link within this email you will be taken to a web page that displays the courses you teach and the class roster for those courses. You will be asked to report on whether the students are of concern in your course and why; you are able to provide as many reasons as apply. You are then able to provide optional information on the absences and grades of the student as well as share any additional context. Only those students for whom you are concerned about need to be marked, the un-marked students can be submitted as not of concern in the course by clicking the blue button at the bottom of the screen once finished.

Student Feedback

**Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you.

Professor Lynch:
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

ACCT225-6 INTRO TO FINANCIAL ACCT

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	Absences	Grade	Comments
1 Angell, Eric Student ID: 6437233	☐ Yes ☐ No	Alert Reasons			
2 Bligs, Shannon Student ID: 1008552	☐ Yes ☐ No	Alert Reasons			
3 Kelley, Chris Student ID: 1163221	☐ Yes ☐ No	Alert Reasons			
4 Mopar, Roy Student ID: 1163147	☐ Yes ☐ No	Alert Reasons			

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

Message a Student

Home: From any Home screen with either students assigned or students enrolled in a course, messages can be issued by selecting the box beside the student's name(s) and choosing the Send Message option from the Actions dropdown. When using this method the student's name and therefore institution-specific email address will be auto-filled in the dialogue box.

Students In My Classes

Actions		STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?
☐		Student A		ECON-S202-KD1	No
☒	2	Student B		ECON-S100-KD1	No
☐	3	Student C		ECON-S100-KD1	No
☐	4	Student D		ECON-S202-KD1	No

SEND A MESSAGE TO CALLA BEACH

Send E-mail

Send Text

To: Calla Beach

Subject:

Message:

Add Attachment:

Select file to attach

Send Additional E-mail Notifications To:

Cancel

Send Message