

How Students View Progress Reports in Navigate



When an instructor submits a Progress Report for a student, here's how to view it.

Log in to Navigate at: <https://benedictine.campus.eab.com>

Use the same login and password as you login to the computers on campus.

Click on **Reports**.

Student Home

DATE	CLASS	PROFESSOR	COMMENT	AT RISK?	ALERT REASONS	DETAILS
09/23/2021	ART-3090 Figure Drawing	Kyle Goddard	You are not allowed to see comments	No		View Report 09/23/2021
09/23/2021	PSYC-2731 Theor Personality	Amy Posey	You are not allowed to see comments	No		View Report 09/23/2021
09/23/2021	ART-3413 20th C. Art Hist.	Charles Stewart	You are not allowed to see comments	No		View Report 09/23/2021

Then when you click on **View Report**:

Student Home

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This is the report for that class:

If the "Yes" is checked for being "at risk" for a C- or lower for the class, you received an email from the professor with a reason. The instructor may have listed your number of absences here, too.

PROGRESS REPORT DETAILS

Student is at risk to earn a C- or lower in this course? Yes No

Choose the most appropriate alert reason:

How Many Absences?

Current Grade