AD HOC Progress Reports in Navigate [https://wit.campus.eab.com/](https://wit.campus.eab.com/)

1) Log in to EAB using the link above.
2) From the home page, you may need to toggle from Staff Home to **Professor Home**.
3) Choose the “Classes This Term” tab on the home page.
4) Click on Progress reports from the Professor's Home.

![Professor Home](image)

5) Scroll down to where you can select students from your class roster and select students to submit a progress report by clicking on the check box.
6) Under Action, select **Create a New Progress Report**.

![Create a New Progress Report](image)

7) Complete the progress report and click Submit Report.

**Notes**
- If you are also a staff member, you must switch your role on the home screen by clicking next to the Staff home.
- If you have a concern regarding a student’s well-being, please submit a CARE referral at [www.wit.edu/care](http://www.wit.edu/care). For an immediate or urgent concern, contact Public Safety (617-989-4444).

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