

AD HOC Progress Reports in Navigate <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 ▼

Class Listing

CLASS NAME	TIME	ROOM	
(FYS-1000) FIRST YEAR SEMINAR	W 8:00a-8:50a	BEATT-419	Assignments Progress Reports

- 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**

Use The Checkboxes To Select Students From Your Classes
And Then Click The "Create A New Progress Report" Option
From The Actions Dropdown To Begin Adding A New
Progress Report.

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>		

Actions ▲
Create a New Progress Report

- 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. For an immediate or urgent concern, contact Public Safety (617-989-4444).