

Navigate 360 (Otter Navigate) for CSUMB Instructors

Quick reference for recording attendance, raising alerts, and submitting progress reports.

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One-page cheat sheet

1. **Log In:** CSUMB Dashboard ► More Apps ► OtterNavigate-Staff/Faculty
2. **Attendance:** Professor Home ► Record My Class Attendance
3. **Alert (not in your class):** Professor Home ► Actions ► Issue an Alert
4. **Progress Report (in your class):** Professor Home ► Progress Reports ► Create New
5. **Track Outcomes:** Bottom of Professor Home

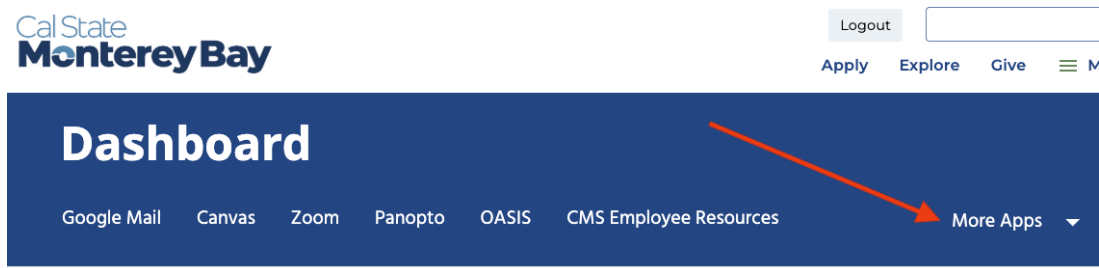
[Otter Navigate for Faculty Video](#)

1. What the system is—and why it matters

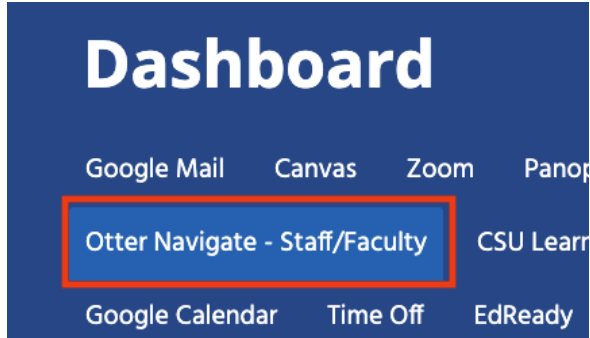
Otter Navigate is CSUMB's coordinated-care platform for student success. When you take attendance, raise an alert, or file a progress report, the system automatically notifies the student and the appropriate success staff (advisors, coaches, etc.), creating fast, transparent follow-up. Your participation supplies the real-time classroom data that keeps our students on track.

2. Logging in

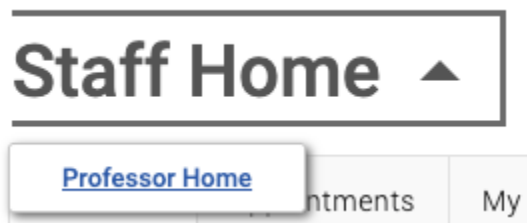
1. Open the **CSUMB Dashboard**.



2. Click **More Apps** ► **OtterNavigate-Staff/Faculty**. The link uses single sign-on.



3. If you land on *Staff Home*, switch to *Professor Home* (▼ next to “Staff Home”).



4. Optional: set *Professor Home* as your default—Initials ► **User Settings** ► *System Default Landing Page* ► *Professor Home* ► **Save**.



Default Landing Page ⓘ

System Default Landing Page

System Default Landing Page

Staff Home

Professor Home

Dashboard

Save Cancel

3. Three everyday faculty workflows

Workflow	Where to start	Typical use	What happens next
Record My Class Attendance	<i>Professor Home</i> ► Quick Links ► <i>Record My Class Attendance</i>	Mark who is Present , Absent , or Excused for a given date and course	An email goes to the student and their Success Counselor; the athletes' coaches are copied. Attendance data does not post to Canvas—export or re-enter grades there.

Issue an Alert
(student **not** in
your course)

Professor Home ▶
Actions ▶ *I want to*
Issue an Alert

You notice a
concern
(academic,
behavioral,
wellness) about
any CSUMB
student

Student and success team
receive the alert email; you can
track status under
Professor Home → “Reporting”
section.

**Create a
Progress
Report**
(student **in**
your course)

Professor Home ▶
Course row ▶
Progress Reports

Flag low
performance,
missing work, or
praise within your
class

Choose students → **Actions** ▶
Create a New Progress Report
→ complete the pop-up. The
alert routes to advisors/coaches,
and you can monitor resolution
at the bottom of
Professor Home.

Take Attendance

From the Professor Home Page, select the Record My Class Attendance Link on the right.

Quick Links

Take me to...

[Record My Class Attendance](#)

Choose a date, and then the class where you want to take attendance.

Course Attendance

Choose a Course

☐ CST-300-31
Term: 2025 Fall
[To Excel](#) | [Census](#)

☐ IST-501-80
M 2:00pm - 3:50pm PT
Term: 2025 Fall
[To Excel](#) | [Census](#)

Choose a Date

◀ August 2025 ▶

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mark students as “Present,” “Absent,” “Tardy,” or “Excused”

ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERNS
0 (0)	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
0 (0)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
0 (0)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

You may want to mark all absent and tardy students first, and then select the “Mark Remaining Present” checkbox at the bottom and then choose “Save”

☐ Mark Remaining Present

Save Attendance

A notification will be sent to the students and appropriate staff at CSUMB in the event of a recorded absence or tardy.

Issue an Alert (Student not in your course)

You can issue an alert (referral) for students not in your courses. To issue an alert, goto the Professor Home page and select the “Issue an Alert” link on the right side of the screen.

Actions

I want to...

[Issue an Alert](#)

Search for the student's name in the database and fill out the information in the fields.

ISSUE AN ALERT ×

Student

Please select a reason

Referral - Career Services

Referral - Financial Aid

Referral - Tutoring

Is this associated with a specific class?

☐

Additional Comments

Please enter a comment.

Cancel

Submit

It is usually a good idea to provide context in the “Additional Comments” field.

When you select “Submit” an alert will be sent to the student and the appropriate CSUMB staff.

Progress Reports

To issue an alert or complete reports on students in your class, goto the Professor Home Page and select the Progress Reports link next to the appropriate course. (You may need to adjust the term)

Courses

Term: 2025 Fall (Default Term) ▼

2025 Fall (Default Term)

All Terms

2025 Spring

2024 Fall


2024 Spring

DAYS/TIMES	
Begins on 08/25/2025	
08/25/2025 - 12/19/2025 M 2:00pm - 3:50pm PT Synchronous Virtual Instr-100	Progress Reports
08/25/2025 - 12/19/2025 Asynchronous Virtual Instr-000	
Begins on 09/01/2025	

Select the check boxes next to one or multiple students in your class and then choose “Actions>Create a New Progress Report”
(Note, it may be most efficient to just make a progress report for one student at a time as you may want to include specific context for an individual student.)

Actions ▲

Create a New Progress Report

☒ 

Fill out the pertinent information in the “Add a New Progress Report” window.

ADD A NEW PROGRESS REPORT



Feedback on this student?

☐ Yes

☒ No

Alert Reasons (You must choose at-least one if the student is at risk)

Alert Reasons

How Many Absences?

Current Grade

Please Select

Comments

Submit Report

Cancel

It is important to choose the appropriate alert reason from the drop down menu.

Alert Reasons (You must choose at-least one if the student is at risk)

How Many Absences?

Current Grade

Please Select

Comments

Excessive Absences (more than 3)

Kudos - Student has Improved in Course

Lack of Engagement in Course

Low Exam or Quiz Grade

Referral - Career Services

Current alert reasons include:

- Excessive Absences (more than 3)
- Kudos - Student has improved in Course
- Lack of Engagement in Course

- Low Exam or Quiz Grade
- Referral - Career Services
- Referral - Financial Aid
- Referral - Tutoring
- Student Enrollment Concerns

It is likely that these alert reasons will be modified.

When you select “Submit Report” a notification will be sent to the student and the appropriate CSUMB staff. ‘

You can monitor your student alerts at the bottom of the Professor Home page

CALIFORNIA STATE UNIVERSITY - MONTEREY BAY

Navigate360 | STUDENT SUCCESS

ISSUE DATE	STUDENT	ALERT REASONS	CASES
07/29/2025		Student Enrollment Concerns	1 Open Case

4. Good-practice tips

- **Be timely.** Same-day attendance and early-term progress reports give advisors time to intervene.
- **Be specific.** In comments, describe the behavior (e.g., “missed three labs”) rather than conclusions (“unmotivated”).
- **Positive flags are welcome.** Use Progress Reports to praise improvement or high achievement; those kudos build student momentum.
- **Canvas vs. Navigate.** Attendance or grades entered in Canvas stay in Canvas; Navigate is for outreach and coordinated care.

5. Need help?

- **OtterNavigate:** otternavigate@csumb.edu
 - **Center for Advising, Career & Student Success:** advising@csumb.edu
 - **Center for Academic Technologies (CAT):** cat@csumb.edu – for instructional questions and training
 - **IT Help Desk:** 831-582-4357 – for login or technical issues
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