NAVIGATE <u>Progress Reports Guide</u>



Progress Reports are used to provide an additional level support and outreach to students who have not responded to faculty outreach efforts.

Spring 2019 Dates			
No Show-Right after Drop Date	DUE midnight Wed. Feb. 6th		
Early Warning-End of 4 th Week	DUE midnight Wed. Feb. 20th		
Mid Semester-End of 8 Week	DUE midnight Wed. March 13th		
<u>3rd Quarter</u> -End of 12 th Week	DUE midnight Wed. April 17th		

How to Complete a Progress Report

- 1. Click on the "Click to Begin Entering Student Feedback" link in the email.
- 2. You should be taken to a webpage that displays your courses and class rosters.
- 3. You only need to report on students at risk or of concern.
- 4. Select "Yes" for "Is this student struggling in your class?"
- For each at risk student, you'll be asked to select one or more alert reasons (Attendance Concerns, Needs Tutoring, Poor Test or Assignment Grades, etc.)

■ EAB	Sampa
Stud tar Pro	lent Feedback Request
	Ity - please fill out a progress report for your course.
Click The I expire	to Begin Entering Student Feedback ink above expires on 11/30/2016. If you would like to provide feedback after the ation above, please contact your administrator.
If you https://	have trouble with the above link, copy and paste this address into your browser. //kirsten.gradesfirst.com/eij205hZMybE

- 6. You can also provide the number of absences, their current grade, and any comments. **Please note the comments you provide will not be seen by the student.** However, they will help the student success team provide better outreach.
- 7. Then click one of the blue buttons!

have been asked to	fill out progress reports for students in the f	silowing classes. Update each student based on your best knowledge of their pe	erformance at this point in the term.				
Student Name	At-Risk to Fall Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	Absences Grade	Comments			
Angell, Eric Student ID: 64372	O Yes	Alert Reasons		•			
Bigs, Shannon Student ID: 10085	O Yes S2 O No	Alert Reasons		•			
Kelley, Chris Student ID: 11632	• Yes 21 • No	Alert Reasons	want to submit mark	od students and re	turn to the list		
Mopar, Roy Student ID: 11631	© Yes 47 ⊙ No	later!	later!				
ubmit only mark	ed students (but I'm not done)						

Students will receive an email notifying them that a report has been issued by you and providing details on how to respond. The comments you provide will not be seen by the student. If your concern is sensitive in nature, please select the Alert Reason: Other. Reports selected with that reason do NOT go to the students.

Submitting Ad-Hoc Progress Reports

Follow these instructions to submit additional progress reports outside of the four Progress Report Campaign periods.

From the **Professor Home**, click the Progress Reports link beside the course for which you wish to submit a progress report.

Class Listing			
CLASS NAME	TIME	ROOM	
(ACCT225) INTRO TO FINANCIAL ACCT	TR 12:30p-1:45p	CLOSE HIPP BUILDING S - ROOM 750	Assignments Progress Reports

The Progress Reports page will then show any previously submitted reports for the students in the course. <u>Beneath this</u> <u>section</u> is the ability to create a new progress report for multiple or individual students. Unless you're entering the same information for multiple students, you'll want to select one student at a time and then complete a report for each student.

Select the box beside the student's name and under the Actions dropdown, choose create a New Progress Report.

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

Actions 🔺	Actions 🔺				
Create a	New Progress Report	PHONE NUMBER	EMAIL ADDRESS		
	Angell, Eric		ksmith@eab.com		
	Bigs, Shannon		ksmith@eab.com		
	Kelley, Chris		kirsten.alyssa.smith@gmail.com		
	Mopar, Roy				

The Progress Report will need to be completed in a dialogue box that will appear. The requirements on the form will be the same as those seen on the progress report form.

ADD A NEW PF	ROGRESS REPORT		×
At-Risk to Fail Your	Class? O Yes	No	
Select one or more student is being m	e Alert Reasons (required if arked at-risk).	Alert Reasons	
Absences			
Grade	Please Select		
Comments			
		Submit	Report Cancel