NAVIGATE   **Progress Reports Guide**

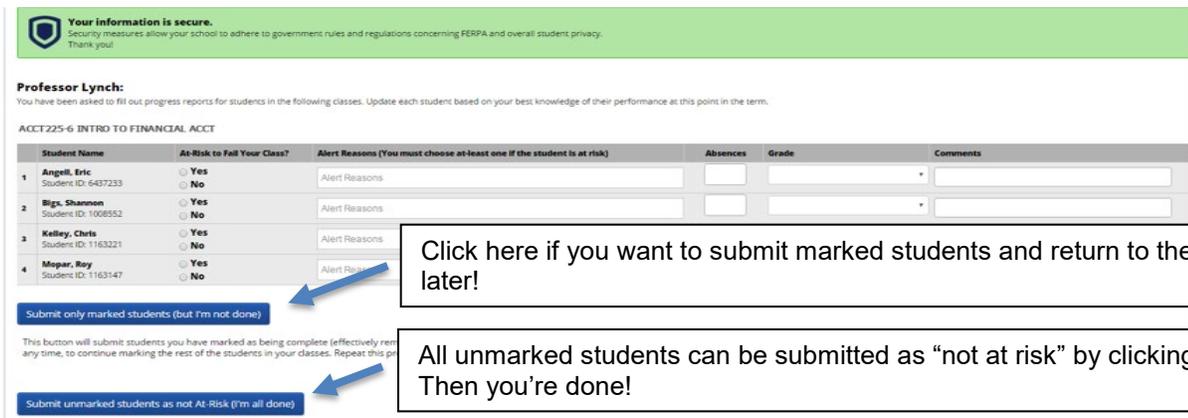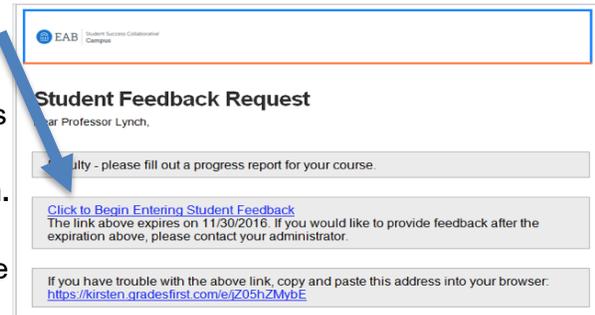University of Maine at PRESQUE ISLE *North of Ordinary*

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	
<u>No Show</u>-Right after Drop Date	DUE midnight Wed. **Feb. 6th**
<u>Early Warning</u>-End of 4th Week	DUE midnight Wed. **Feb. 20th**
<u>Mid Semester</u>-End of 8th Week	DUE midnight Wed. **March 13th**
<u>3rd Quarter</u>-End of 12th 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?"
5. 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.)
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!

Click here if you want to submit marked students and return to the list later!

All unmarked students can be submitted as "not at risk" by clicking here! Then you're 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. Beneath this section 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 ▲

Create a New Progress Report

	STUDENT NAME	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 PROGRESS REPORT ✕

At-Risk to Fail Your Class? ○ Yes ◉ No

Select one or more Alert Reasons (required if student is being marked at-risk). [Alert Reasons]

Absences [ ]

Grade [Please Select ▼]

Comments
[ ]

[Submit Report] Cancel