

Faculty Quick Guide to Submitting EAB Navigate Progress Reports and Alerts

What is a Progress Report?

Progress Reports are used to assess a student's performance or progress in your course. Progress reports can be submitted through a progress report campaign during designated times or as an ad hoc progress report anytime in Navigate.

The timing of Progress Report Campaigns is based on the length of the course.

- 15-week courses: during Weeks 4 and 7
- 13-week courses: during Weeks 4 and 7
- 10-week courses: during Weeks 3 and 5
- 7.5-week courses: during Week 3
- 5-week courses: during Week 2
- 3-week courses: no specific Progress Report Campaigns. Faculty should utilize Ad Hoc Progress Reports to report concerns.

A Progress Report can highlight both good academic performance and areas where a student may be struggling in your course.

If you mark a student as at-risk of failing your course (grade of D or F) on the Progress Report feedback form, you must select at least one alert reason (can select multiple):

- Incomplete/Missing Assignments
- Low Attendance/Participation
- Low Major Assessment Score (test or quiz grades)
- Technology Access
- Student Athlete Concern

When a student is marked as at-risk of failing your course, the Navigate system will create an at-risk alert with the information submitted including your comments that will be available for students to view in the Navigate Student App under My Docs as well as an email sent to the student and their academic advisor with the alert reason. Success coaches will use this information to conduct personalized outreach to follow up with the student.

If the student is not at-risk of failing your course but still showing academic concerns, you can still select these alert reasons (for instance, the student has missing assignments, but it is not impacting their grade enough to put them at-risk of failing). Comments allow you to offer feedback and advice to students on how to improve their performance while allowing FCC staff to assess the student's risk of failing and engage in appropriate institutional outreach.


You can also highlight Good Academic Performance by selecting that as an alert reason without marking the student as at-risk. **Good Academic Performance should not be selected with another alert reason as it will send conflicting emails to the student.**

How to Submit a Progress Report

To respond to a **Progress Report Campaign**:

1. Faculty will receive an email requesting them to submit progress reports for their courses through the **Navigate** system.
2. Faculty can click the link at the bottom of the email to go directly to the Student Feedback form.

Student Feedback

 **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!







Professor Sullivan:
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.






1. Testing numbers
2. Lets test some more


2583308004-Section FLC Fashion Studies -AJM

Student Name	Mark this student At Risk?	Feedback Reasons (Positive or Negative)	How Many Absences?	Current Grade (optional)	Comments
1 Baby, Boss Student ID: bossbb	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Winslow, Eddie Student ID: 24681012	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Faculty can also respond to the Progress Report Campaign by logging into **Navigate** (<https://frederick.campus.eab.com/home>) and switching to the Professor home screen by using the arrow beside the Staff home. Links to your progress reports for active campaigns will be in the yellow banner at the top of the Professor home screen.

 **NAVIGATE**     

Staff Home ▼ 

Students Appointments My Availability Appointment Queues Appointment Requests

Assigned Students

List Type: Assigned Students ▼ Term: 2024 Spring (Default T... ▼ Relationship Type: All Relationship Types ▼

How to Submit a Progress Report

The screenshot shows the EAB Professor Home interface. At the top, there's a 'Professor Home' dropdown and the EAB logo. A yellow banner contains a request from Bonnie K. to complete progress reports by June 25, 2023. Below this, a 'Courses' section has a 'Term' dropdown set to 'All Terms'. A table lists six courses with their respective times and rooms, each with a 'Progress Reports' link. To the right, there are 'Actions' and 'Quick Links' panels.

Professor Home ▾

Bonnie K, please respond to the following progress report request(s):

- Ginny Walters would like you to complete 2 progress report(s) by **Sunday, June 25, 2023** [Fill Out Progress Reports](#)
- Support 435 would like you to complete 2 progress report(s) by **Sunday, June 25, 2023** [Fill Out Progress Reports](#)
- Support 435 (she/her) would like you to complete 2 progress report(s) by **Monday, June 26, 2023** [Fill Out Progress Reports](#)

Courses

Term: All Terms ▾

COURSE NAME	TIME	ROOM	
(101) Intro to Navigate	F 12:00am - 12:00am ET, MTW 8:30am - 10:00am ET	Not Specified, Not Specified	Progress Reports
(BON123) Bonnie's Spring 2022 Class	MTWR 9:00am - 10:00am ET	Not Specified	Progress Reports
(345) Summer of Navigate Student	MTW 10:00am - 11:00am ET	Not Specified	Progress Reports
(201) Intermediate Navigate	MT 10:00am - 11:00am ET	Not Specified	Progress Reports
(202) Intermediate Navigate 2	MR 9:00am - 11:00am ET	Not Specified	Progress Reports
(201) Intermediate Navigate	MTWRF 10:30am - 12:30pm ET	Not Specified	Progress Reports

Actions

I want to... [Issue an Alert](#)

Quick Links

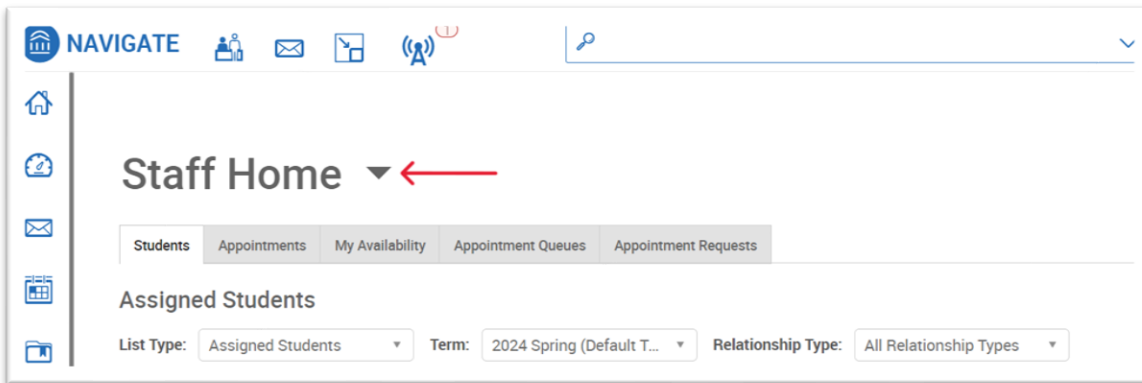
Take me to... [Schedule a General Event](#) [Important Information](#) [Download Center for Reports](#)

4. In the Student Feedback form, please fill out the following information for a **student who is at-risk of failing your course (grade of D or F)**:
 - At-risk of failing your course? - Use this field to indicate if this student is currently at-risk of failing your class. If they are at-risk, you must select an alert reason.
 - Alert Reason(s) - Select all that apply. You don't have to select "At-risk of failing your class?" to select a reason.
 - Absences - optional
 - Current Grade - optional
 - Comments - Please provide information regarding the student's performance in class – the more details the better. **This information provides invaluable context for our student outreach and enables us to provide them with better targeted support to help them succeed.**
5. For students who are not at-risk of failing your course, you can still provide this information if you wish to; however, you are not required to fill in these fields. You can select alert reasons or indicate Good Academic Performance along with leaving comments for the student.
6. Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button** if you need to return to fill out more progress reports later OR click **Submit unmarked students as not At-Risk (I'm all done) button**. This option gives you the option to only manually mark students who are at risk and automatically mark everyone else not at risk when you click this button.

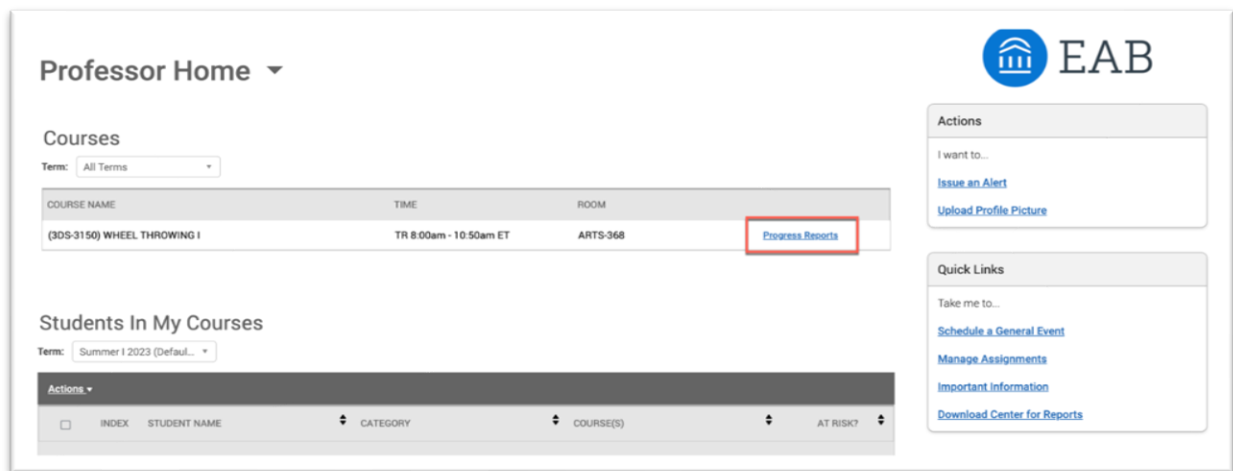
How to Submit a Progress Report

Professors can submit an **Ad Hoc Progress Report** outside of a campaign at any time:

1. Login into **Navigate** (<https://frederick.campus.eab.com/home>) and click the arrow beside Staff home to switch to your Professor Home screen.



2. Click on the Progress Reports link for the desired course.



3. Use the checkboxes to select the student from your course and then click the "Create a New Progress Report" Option from the Actions Dropdown menu.

How to Submit a 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.

Actions ▾		
<input checked="" type="checkbox"/>	Aaberg, Annette	2022666500
<input type="checkbox"/>	Ahle, Zuwenia	2022666500

4. Fill out the information for the student and click submit report.

ADD A NEW PROGRESS REPORT

At-Risk to Fail Your Class?

☐ Yes

☒ No

Alert Reasons (You must choose at-least one if answered yes above)

Alert Reasons

How Many Absences?

Current Grade

Please Select

Comments

Submit Report

Cancel

How to Submit a Progress Report

An Important Note About Comments:

1. Comments are the most important part of the progress report and are visible to both the student and the FCC personnel responding to the alert.
2. Your comments should emphasize next steps for the student and provide the success coaches with a framework for successful intervention. It is extremely important that faculty provide this additional context for both the student and FCC personnel reaching out to the student. This information may help inform what types of interventions are helpful and appropriate for the particular student.
3. Choose your language thoughtfully so as to encourage the student to take action while giving them a realistic view of the situation.

Topics to include:

- If the student can still pass the class
- Whether late work will be accepted
- Current grade
- Next steps or priorities
- Specifying whether it is an attendance or participation issue

Examples:

“You failed the second exam earning a grade of 40%. You also have an overall failing grade for the lecture component of this course. Please be aware that in order to pass this course, you need to pass at least one exam with a grade of 60 or higher and to pass the lecture component of the course with at least a grade of 60%.”

“Your current grade is 65%. I do not accept late work. To improve your grade, you must submit all completed assignments by the due date. This week you submitted the required screenshots for the lab but did not answer any of the lab questions.”

“It is evident that you are not participating in the class, as no work has been turned in, and at this point too many assignments have passed to make them up. You currently have an F, and recommend speaking with an advisor and Financial Aid to consider your options.”

“I really appreciate your involvement in the Discussion Boards; however, an important part of our course is attending class in person. I am concerned about the amount of class time you have missed and it impacting your grade. You currently have a 70%, but I anticipate that dropping if you continue to miss class. If there are specific reasons that are preventing you from attending class, please let me know or reach out to someone in your success team.”

How to Submit Ad Hoc Alerts for Non-Academic Concerns

Ad hoc alerts should be used for reporting non-academic areas where a student may benefit from more resources or support (like childcare resources, food resources, housing resources, etc.). Ad hoc alerts can be submitted at any time by both faculty and staff.

Some alerts will trigger automatic emails with resources to be sent to the student, while others may open a case prompting designated staff to reach out to the student.

Please note that comments submitted with an ad hoc alert are not visible to students and cannot be used for academic concerns- these must be submitted through a Progress Report.

Non-Academic Alert Reasons

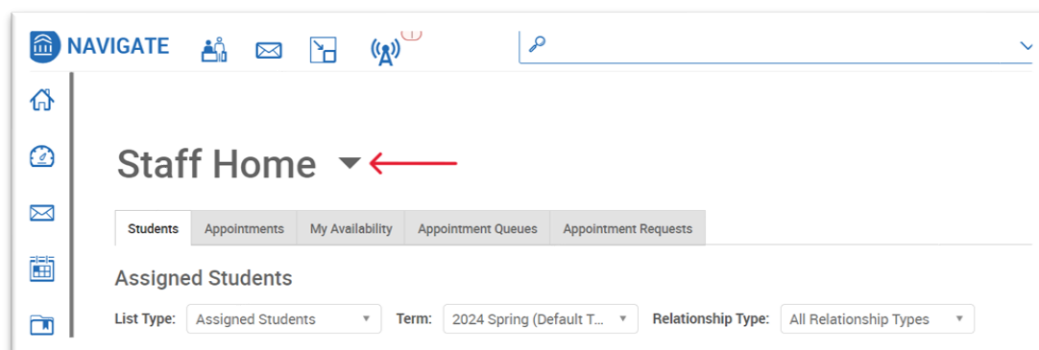
- Campus Involvement
- Childcare Resources*
- Counseling & Wellness Referral*
- Employment Resources
- Financial Aid Resources
- Food Resources*
- Housing Resources*
- Student Athlete Concern*
- Success Coaching Referral
- Technology Access*
- Transportation Resources
- Tutoring Resources
- Veteran & Military Student Support*

*The Alert will also create a Case assigned to a staff member in that area who will contact the student.

Technology Access and Student Athlete Concern are the only alerts that are both a progress report option and an ad hoc alert option.

To submit an **Ad Hoc Alert** for a student in your course:

1. Log in to **Navigate** (<https://frederick.campus.eab.com/home>) and use the arrow beside Staff home to switch to your Professor home screen. Scroll down to the Student in My Courses menu.



How to Submit Ad Hoc Alerts for Non-Academic Concerns

Students In My Courses					
Term: Spring 2023 (Default T... ▼)					
Actions ▼					
<input type="checkbox"/>	INDEX	STUDENT NAME	COURSE(S)	AT RISK?	
<input type="checkbox"/>	1	Baby, Boss	2583308004-Section FLC	No	
<input type="checkbox"/>	2	Johnson, David	2583308004-Section FLC	No	
<input type="checkbox"/>	3	Winslow, Eddie	2583308004-Section FLC	No	

2. Use the checkboxes to select the student from your course and then click the “Issue an Alert” Option from the Actions Dropdown menu.
3. Fill out all information including selecting a reason for the alert.
4. **Please note that students cannot see the comments submitted in an ad hoc alert; therefore, progress reports should be used for academic concerns.**

ISSUE AN ALERT

Student Terrence Abernathy

Please select a reason for this alert

Select at least one

Is this alert associated with a specific class? Optional

Additional Comments

Please enter a comment.

Cancel Submit

For questions or assistance, please contact Michelle Ricketts, Director of Student Success and Retention, at mricketts@frederick.edu.