

Navigate360 Progress Report Directions

When you click on the link to the Progress Report, you'll follow the directions below. We only need details about students that you're concerned about. The "at-risk" level we are watching is when students fall below 85% participation or attendance and/or below 70% for grades in a course.

1. **The link will bring you to the students in your courses who are in the populations listed above.**

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.

101-Bonnie's Test Intro To Navigate

	Student Name	Is this student in need of additional support?	Alert Reasons (You must choose at least one if you answered yes)	How Many Absences?	Current Grade	Comments (If additional info is helpful)
1	Bigos, Ha Student ID: 117544769	☐ Yes ☐ No	Alert Reasons			
2	Calvaresi, Rachel Student ID: 585546340	☐ Yes ☐ No	Alert Reasons			

****You can also get to it at the top of your Navigate home page. It will stay here until you're done, or until after the report closes.***



Professor Home ▼

Bonnie, please respond to the following progress report request(s):
• Support 435 would like you to complete 6 progress report(s) by **Sunday, April 25, 2021** [Fill Out Progress Reports](#)

2. **ONLY FILL IN DETAILS ON STUDENTS YOU'RE CONCERNED ABOUT.** The "at-risk" indicators would include a student below 85% participation or attendance, and/or below 70% for their current grade.

****You must select one or more alert reasons for each student; options will populate when you click on the box. The alert reasons that start with "support needed for..." will prompt an immediate reach out from Student Success or the Dean of Students. If you have more than one concern, please mark that reason only, so students only get one email***

notification about an alert submitted. Students get an email notification for each alert reason submitted.

***Keep in mind that comments you submit are visible to students upon notification of an alert.**

101-Bonnie's Test Intro To Navigate

	Student Name	Is this student in need of additional support?	Alert Reasons (You must choose at least one if you answered yes)	How Many Absences?	Current Grade	Comments (If additional info is helpful)
1	Bigos, Ha Student ID: 117544769	☒ Yes ☐ No	☐ Academic Integrity ☐ Attendance Concerns	5	C	
	Calvaresi, Rachel					

3. After you indicate the students who you're concerned about, click on one of the blue boxes to complete the rest of the form. It won't auto-populate but it is correct when submitted.

6	Sulik, Hakeem Student ID: 418007071	☐ Yes ☐ No	Alert Reasons			
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Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not needing additional support (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not in need of additional support. For example, if there are ten students in your course and only two of them are in need of support, you don't have to mark them all. You can mark the two students needing additional support and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.