

# Responding to a Campaign

**Intro:** Navigate allows faculty and instructors to complete Progress Reports in the platform as a way to identify at-risk students during a term.

This guide assumes you are an instructor/faculty/a professor and want to understand how to use the progress report features to identify at-risk students.

## How Faculty Respond to Progress Report Requests

Most staff will receive email requests to submit Progress Reports. The email will have a link to the Progress Report Feedback form. If they teach multiple courses and/or sections these will all appear on one page through the one link.

An example of what a Feedback Form looks like is shown below.

**Professor Lynch:**  
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.

ACCT225-6 INTRO TO FINANCIAL ACCT

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	Absences	Grade	Comments
1 Kelley, Chris Student ID: 1163221	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2 Mopar, Roy Student ID: 1163147	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

You can also submit progress reports from the platform from the Professor Home page. That will lead to the same feedback form.

Professor Home ▾

**Kirsten**, please respond to the following progress report request(s):

- Support 435 would like you to complete 6 progress report(s) by **Sunday, December 24, 2017** [Fill Out Progress Reports](#)
- Katherine Matthews would like you to complete 6 progress report(s) by **Tuesday, April 30, 2019** [Fill Out Progress Reports](#)
- Kirsten Smith would like you to complete 6 progress report(s) by **Monday, January 15, 2018** [Fill Out Progress Reports](#)

**Class Listing**

CLASS NAME	TIME	ROOM	
(3DS-4940) SCULPTURE PORTFOLIO I	TR 11:00a-1:50p	NAPPL	<a href="#">Assignments</a> <a href="#">Progress Reports</a>

Either way, once you click a Progress Reports link, you will need to fill out the following fields on your students.

- **At-Risk to Fail Your Class?** - Use this field to indicate whether this student is currently at-risk to fail your class.
- **Alert Reasons**- This field is only used if the At-Risk field was selected as “Yes”. If “Yes”, then the faculty must select a reason.
- **Absences**- The number of absences this student has accumulated thus far.
- **Current Grade** - The grade the student has earned in this course.

- **Comments-** Enter a narrative regarding how this student is progressing in their course. As with any narrative comment, the more complete the better.

Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button** if you will 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.

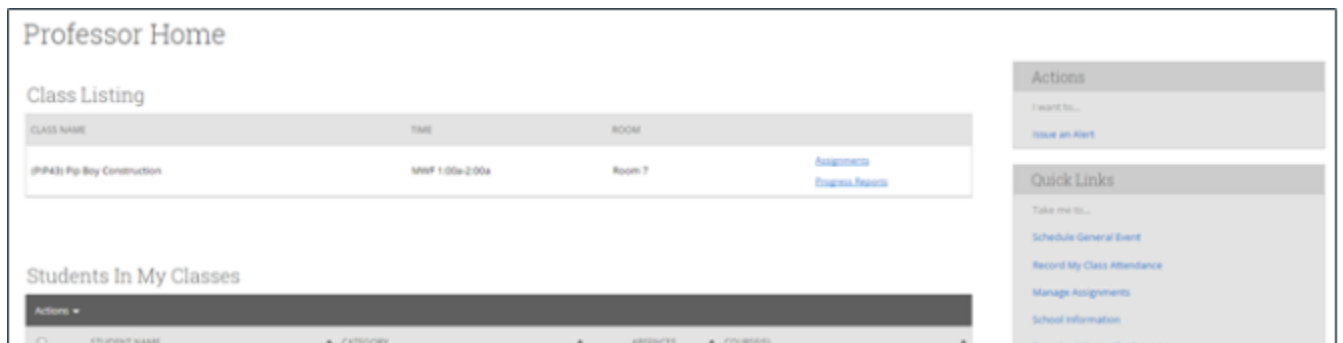
**Note:** 'Submit unmarked students as not At-Risk (I'm all done)' is also the button you select when you are done filling out Progress Reports, even if you have marked every student individually.

### How Faculty Create Ad-Hoc Progress Reports

Ad-hoc progress reports let faculty alert your support staff about a student who needs assistance or the potential at-risk student who is about to leave your institution. Support staff will then process the progress reports and get the student the help they need.

To create a progress report for a student:

1. Click the **Progress Reports** link next to the class for which you would like to submit Progress Reports.



2. On the **Progress Reports** screen, select the student for whom you would like to submit a report, and click **Actions** and then **Create a New Progress Report**.

On the **Add a New Progress Report** dialog, enter the information regarding the student. The language for the progress report might vary based on your institution's settings. Certain columns like absences and current grade might also not be available based on those settings.

Progress Reports for PIP43(P

STUDENT NAME • AT RISK • ALERT REASONS • ABSENCES

Ronnie Clark No

Use The Checkboxes To Select Students  
New Progress Report\* Button To Begin A

Actions ▾

Create a New Progress Report

Clark, Ronnie home phone

Evans, Rashaan

Foster, Reuben

Hend, Da'Shawn

Henry, Derrick

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).

How Many Absences?

Current Grade

Comments

Submit Report Cancel

dhenry@al.com

- **At-Risk to Fail Your Class?** - Use this field to indicate whether this student is currently at-risk to fail your class.
  - **Alert Reasons-** This field is only used if the At-Risk field was selected as “Yes”. If “Yes”, then the faculty must select a reason.
  - **Absences-** The number of absences this student has accumulated thus far.
  - **Current Grade** - The grade the student has earned in this course.
  - **Comments-** Enter a narrative regarding how this student is progressing in their course. As with any narrative comment, the more complete the better.
3. Click EITHER **Submit only marked students (but I'm not done) button** if you will 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. This is also the button you select when you are done filling out Progress Reports, even if you have marked every student.