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 2 (focused on attendance only), 5, and 8
- 13-week courses: during Weeks 4 and 7
- 10-week courses: during Weeks 3 and 5
- 7.5-week courses: during Weeks 2 and 4
- 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):
- Low Attendance/Participation
- Incomplete/Missing Assignments
- Quality of Work Submitted
- Low Major Assessment Score (test or quiz grades)
- General Alert
- Remote Education Resources
- 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 sent directly to the student and their academic advisor. SOAR Coordinators and Student Success Retention Specialists 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 a missing assignment, 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.

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.

3. Faculty can also respond to the Progress Report Campaign by logging into **Navigate** (https://frederick.campus.eab.com/home) and clicking from the yellow banner at the top of their Professor Home screen.

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.

To submit an **Ad Hoc Progress Report** outside of a campaign:

1. Login into **Navigate** (https://frederick.campus.eab.com/home) and click on the tab for **Courses** from the Professor Home screen. From there, click on the Progress Reports link for the desired course.

2. 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.

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

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 SOAR Coordinator or Student Success Retention Specialist 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.

How to Submit an Ad Hoc Alert

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.
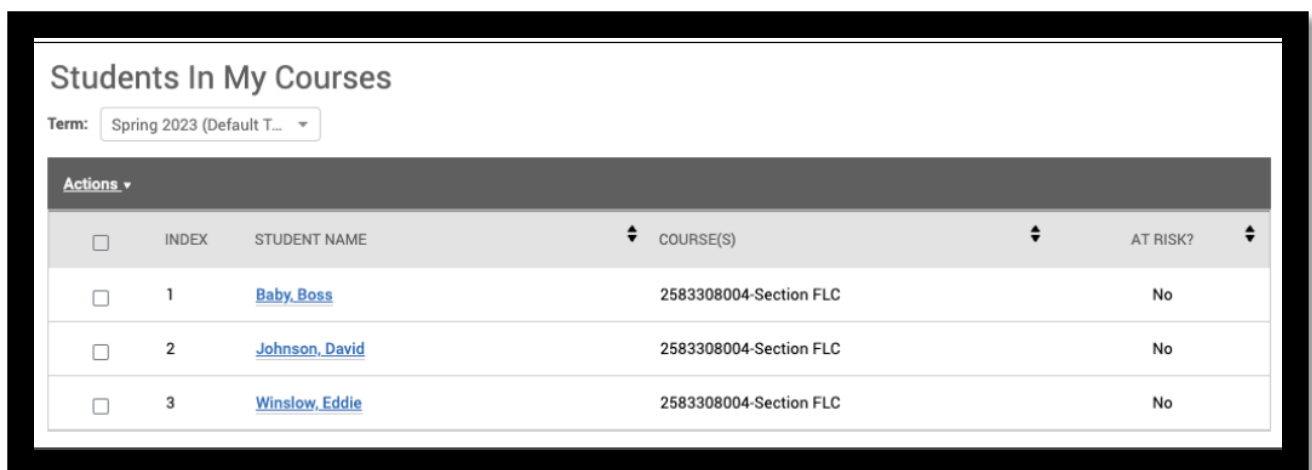
Please note that comments submitted with an ad hoc alert are not visible to students and should not be used for academic concerns.

Alert Reasons
- campus involvement (getting involved in extra-curricular activities like clubs and organizations)
- childcare resources
- counseling and wellness referral
- employment resources
- financial aid resources
- food resources
- general alert
- housing resources
- remote education resources
- student athlete concern

To submit an **Ad Hoc Alert** for a student in your course:
1. Log in to **Navigate** (https://frederick.campus.eab.com/home) and click on the tab for **Courses** from the Professor Home screen. Scroll down to the Student in My Courses menu.

How to Submit an Ad Hoc Alert

2. Use the checkboxes to select the student from your course and then clock 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.**

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