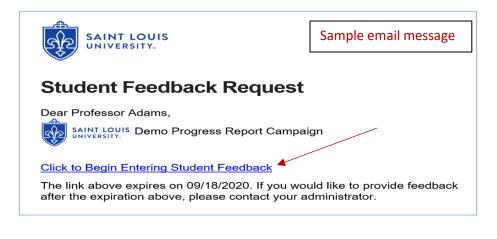# Instructor Guide – Submitting Progress Report through EAB Navigate *(9-22)*

Undergraduate instructors will be asked to provide early feedback on students having trouble in their class. To provide feedback, click on the link in the email message to access the Progress Report form. The message will let you know when the link to the Progress Report will expire.
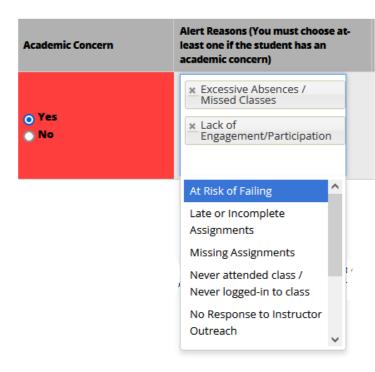
**The Progress Report asks instructors to answer this question: Does this student have an academic concern?"** On the Progress Report form if you indicate "*Yes", s*elect at least one "Alert Reason" for the student. *NOTE*: Selecting specific Alert Reasons will help student support staff have more informed and intentional follow up conversations with students.



Sample email message



Sample text

| | Student Name | Academic Concern | Alert Reasons (You must choose at-least one if the student has an academic concern) | Comments |
|---|---|---|---|---|
| 1 | | ○ Yes ○ No | Alert Reasons | |

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Select "Yes" for students with an academic concern(s).  If you select "Yes," at least one "Alert Reasons" must also be selected. The "*How Many Absences*," "*Current Grade*," and "*Comments*" columns may or may not be included in the Progress Report request. *Note*: Indicating "*Yes*" designates the student as having an "academic concern" and an *EAB Alert* message will be sent to the student and their assigned support team (advisor, faculty mentor, etc.).

<table>
<tr><th>Academic Concern</th><th>Alert Reasons (You must choose at-least one if the student has an academic concern)</th></tr>
<tr><td>○ Yes<br>○ No</td><td>× Excessive Absences / Missed Classes<br><br>× Lack of Engagement/Participation<br><br>At Risk of Failing<br>Late or Incomplete Assignments<br>Missing Assignments<br>Never attended class / Never logged-in to class<br>No Response to Instructor Outreach</td></tr>
</table>

**Select "Yes" for students with an academic concern.** If you select "*Yes*," you must select at least one "Academic Concern."

**_NOTE_: Indicating "Yes" designates the student as having an "Academic Concern." An _EAB Alert_ will be sent to the student and their assigned advisor and faculty mentor).**

*You may select "No" for students not having an Academic Concern.*

Instructors have two submission options at the bottom of the Progress Report submission form.

**To avoid having to select "No" for students that do not have an academic concern, select the 2ⁿᵈ option - Submit unmarked students as not having an Academic Concern.**

**2ⁿᵈ _Option_ Example:** If you have 100 students and only 5 have an academic concern, you can select "Yes" for the 5 with concerns, then scroll to the bottom and select **"_Submit unmarked students as not having an Academic Concern (I'm all done)._"**

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 having Academic Concerns (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 not having an academic concern. For example, if there are ten students in your course and only two of them have concerns, you don't have to mark them all. You can mark the two with academic concerns and then use this button to mark the remaining students as not having academic concerns, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

Once you have successfully completed and submitted your Progress Report request(s), you will receive a "Thank You" email.

**NOTE**: An EAB Alert message is sent to the students with academic concerns noted and their support team-advisor, faculty mentor, etc.

### *That's it – you're all done!*

When you indicate a student as having an "Academic Concern" and submit a Progress Report, the student is automatically sent an email:

- Students are notified that a Progress Report Alert was submitted by you.
- The Alert Reason(s) is included in the notice/email message sent to the student.
- **The *Comments* you included are NOT sent to students.** Comments are used to guide advisors and student support staff with appropriate follow-up and referrals for students.
- The notification/email message sent to students encourages them to contact you for guidance or to utilize appropriate support services. The message may also instruct students to contact their academic advisor and support team for assistance.
- The advisor and faculty mentors of the student are notified of the alert.
- The academic alert and messages are noted in the EAB system.

 **EAB Navigate Question/Feedback**

If you have any problems, questions or want to share a comment or suggestion regarding EAB Navigate, go to: Navigate Feedback.