Navigate Creating a Progress Report Campaign

About Progress Report Campaigns

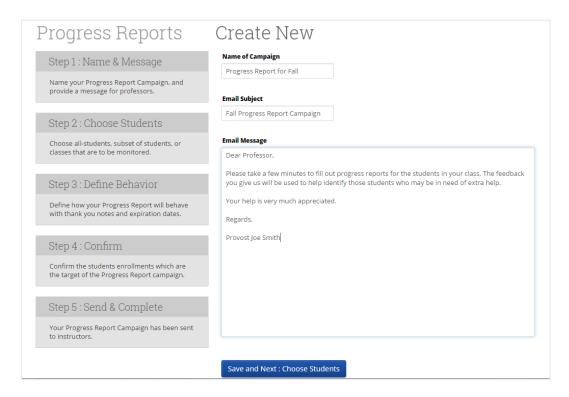
Progress Report Campaigns allow you to gather feedback from faculty to help determine which students may need intervention. To get started, click on the **Progress Report Campaigns** tab. Then under Actions – **I want to create a new...** click on **Progress Report Campaigns**.

Create a Progress Report Campaign

Step 1: Name & Message

To create a progress report campaign, fill out the following fields:

- Name of Campaign: the name of the campaign; make sure its descriptive enough for you to be able to revisit
 for analytics
- 2. Email Subject: the subject of the email that the faculty will recieve
- 3. Email Message: this is where you will define the body of the email that will be sent to your professors. A brief message summarizing what you are asking your professors to do is usually best. It is always a good idea to give your professors a "heads up" notification/email so they know exactly what a progress report is and what your expectations are.



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Step 2: Choose Students or Courses

Choosing which students/course sections that will be included in your progress report campaign is perhaps the most import step of the creation process. You can select specific groups of students or entire cohorts.

Options available are described below:

- All Students Active for the Academic Term: This should be used when sending a progress report campaign
 for all students. This option is best used if you wish to send a campaign for all students that are enrolled in the
 current term.
- 2. Select Specific Students and Courses (<2000 students): Use this to send to a selective group; for example, all students on the football or Women's Tennis team.
 - a. When you click this option, the bottom half of the page opens up giving you a filter for both students and classes:
 - i. Filter Students: In the Filter Students section, you can select students by criteria.
 - ii. Filter Course Sections: You can use the Course Sections filter either independently of, or in conjunction with, the Student filter. For example, I could choose to run my campaign for only Math courses for my Football and Women's Tennis students. I would just need to search for and select all the Math courses and then click the Next: Define Behavior button.
 - 1. When using the Course Section filter in conjunction with the Student filter, we have a checkbox option called Only show courses for the above selected students. When checked, this option will only display courses that are currently being taken by your selected students. Users could then select only Math courses for the student athletes in the campaign. Narrowing down the course list this way is a lot easier than searching your entire course catalog for all Math courses.
 - The course filter can be used independently of the student filter to create a campaign for ANY student in certain courses. To do this, do not select ANY students via the student filter and only search for and select the appropriate courses via the Course Section filter.
 - iii. Once all of your students and courses have been selected, click the **Next: Define Behavior** button to move to the next step.
- 3. Select Cohorts of Students and Courses (>2000 students): This option should be used when sending a campaign for a selective group (or cohort) greater than 2000 students. For example, all freshman and sophomores. Checking this option opens up the a Search Filter.

How would you like to select which students receive progress reports? The following 3 selection methods offer the power to drill down into a particular student/class or scale to the entire campus:

© All Students Active for Academic Term: Send requests for all students active for the Spring 2014 term. This includes all students who are active in their courses (i.e. not dropped). This will include everyone in your GradesFirst environment, and is not restricted by any requirement other than academic term.

© Select Specific Students and Courses (< 2000 students): Send requests for specific students filterable by any condition within GradesFirst. You can also choose to send to specific course sections. By choosing both a list of students and a list of courses, you can select specific students in a specific course.

© Select Cohorts of Students and Courses (> 2000 students): Send requests to cohorts of students filterable by any condition. Differs from the "Specific Students" above since you will not choose specific students or specific courses. In the "Confirm" stage, you will see a sample of students and courses you chose.

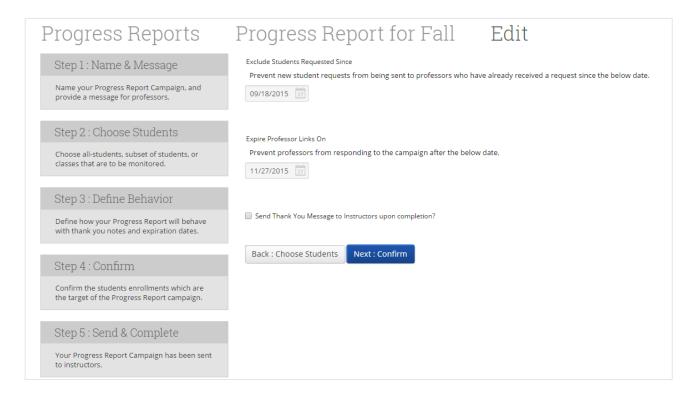
Step 3: Define Behavior

Here, you can define parameters around this campaign to help prevent professors from being sent multiple campaign emails to when the campaign should expire and whether the professors should receive a "Thank you" email when they complete their evaluations.

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Complete the following details:

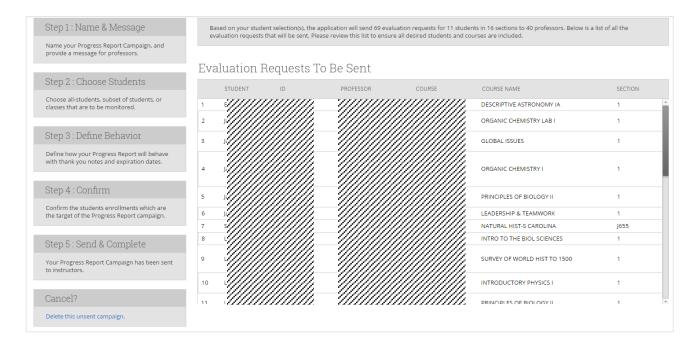
- 1. **Exclude Students Requested Since**: This date is used to ensure duplicate progress report requests are not sent to the same professors for the same students in the event a second campaign is sent.
 - a. For example, a progress report is created and sent on 11/1, and you upload your latest schedule changes on 11/5, therefore adding (and removing) students to classes. With an updated roster, you may want to send out another progress report campaign to ensure those newly added students are also evaluated. In theory, you would not want the professors to have to re-evaluate all students again. So this allows you to exclude those students already evaluated from appearing in this second campaign.
 - b. All that needs to be done, in this example, is when you create your second campaign, enter the date 11/1, which tells Navigate to exclude the students who have already been evaluated from the professors list.
- 2. **Expire Professor Links On**: This is the progress report campaign expiration date. Select the date you wish for any <u>unfilled</u> professor evaluations to expire on. If a professor tries to access the campaign after that date, they will be notified that the "link has expired."
- Send Thank You Message to Instructors upon Completion?: you can customize the message the instructors will receive.



Step 4: Confirm

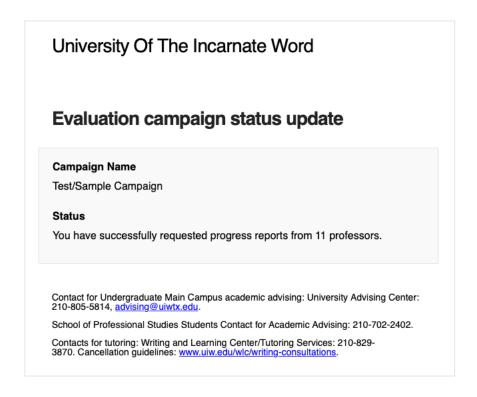
This final page will give you a detailed count of how many students, professors and course sections will be included in your campaign. Also, a complete list of your included students will also be displayed.

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Campaign Status Update Email

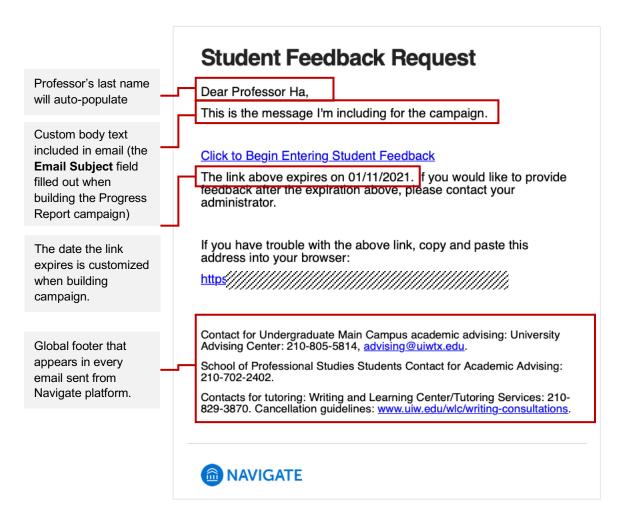
When a campaign is created and issued out, the campaign creator will receive an email notifying them of the status of the campaign. It'll contain the name of the campaign and how many staff it was sent out to.



Faculty View

Email Recieved by Faculty

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Access the Student Feedback Form

When the faculty clicks on the link provided in the email, they will be required to log in to Navigate.

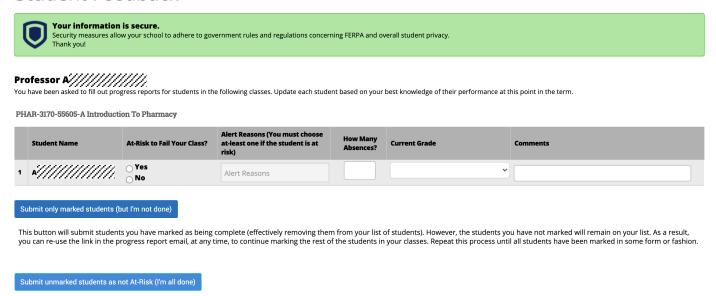
If the faculty already had an active Navigate session open, they will get an alert on their Professor Home showing they have a progress report to fill out, as follows:



The faculty can then visit the progress report feedback form via the email link provided, or the link shown in their Professor Home. When clicked they will see the following feedback form:

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Student Feedback



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 at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and

Submit Reports

As a tip, fill out the records of students who are at-risk or you have some comments to make about the student. Afterwards, click on the **Submit only marked students (but I'm not done)** button. The students' reports will be submitted and their records will be remvoed from the list.

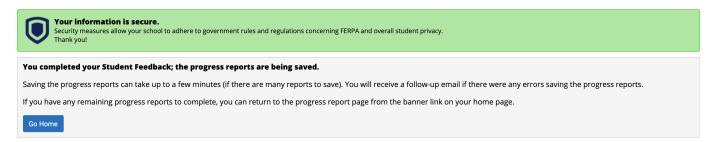
Now, for all of those students who you don't have any concerns or feedback for, you can click on the **Submit unmarked students as not At-Risk (I'm all done).** This is a quick way to complete your task of submitting your reports at once.

Complete all Progress Reports

When complete, the faculty will see the following screen:

effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

Student Feedback



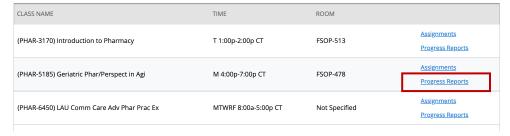
View Submitted Reports

The facuty has access to view the progress reports that were submitted by accessing the Professor Home, then clicking on the **Progress Reports** link for a given class:

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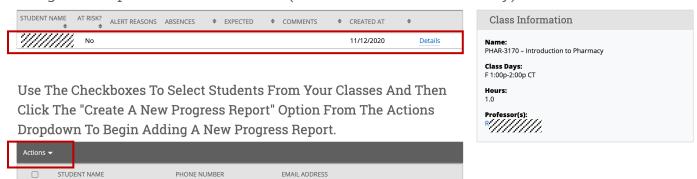
Professor Home ▼

Class Listing

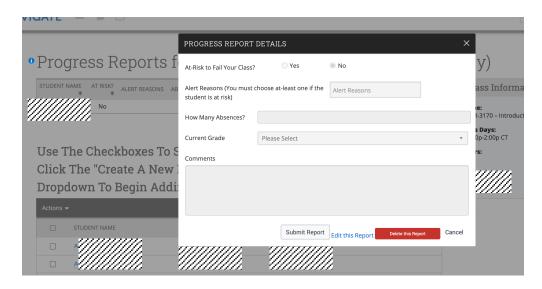


When clicking on the **Progress Reports** link, the faculty will see submitted reports, and have the option to submit adhoc progress reoprts on a student or several students on the section below.

Progress Reports for PHAR-3170(Introduction to Pharmacy)



The faculty can click on the **Details** link in the submitted progress reports section to view the details of the progress report for that specific student:



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Additional Resources

Navigate Help Center: https://support.gradesfirst.com/hc/en-us

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