Navigate Faculty Ad hoc Progress Reports

About Progress Reports

Navigate allows Faculty to submit early alerts on students who are at risk of failing a course, known as Progress Reports. Alert reasons attached to progress reports generate an automatic workflow to notify Advising staff so they can provide the needed support to students.

Faculty have the ability to create Progress Reports on an "ad hoc" basis, aside from responding to progress report campaigns sent by the Advising or other student service offices.

Tips for Instructors

1. Make your use of Progress Reports known: tell your student(s) that you are utilizing the Progress Report early alert system.
2. Expain how you will communicate when there are problems, what actions you hope to take, and at what point you will issue out a Progress Report.
3. Comunicate your concerns directly with the student, in multiple ways if possible, and provide guidance and support for how they might improve so the student can self-correct.
4. **A Progress Report should only be submitted when you fear a student will not pass or there is a clear need for help other than what you can provide.** A Progress Report should not be a first step—the report does become part of the student's record. If there are no improvements in performance or no response from the student, then submitting a Progress Report may be the next option.

See the **Alert Reasons Intervention Rubric** available in the [Navigate Support Site](#) for guidance on selecting the most appropriate Alert Reason to address a student's situation.

Submit an Ad Hoc Progress Report

1. From your **Professor Home**, select the **Classes this Term** tab.
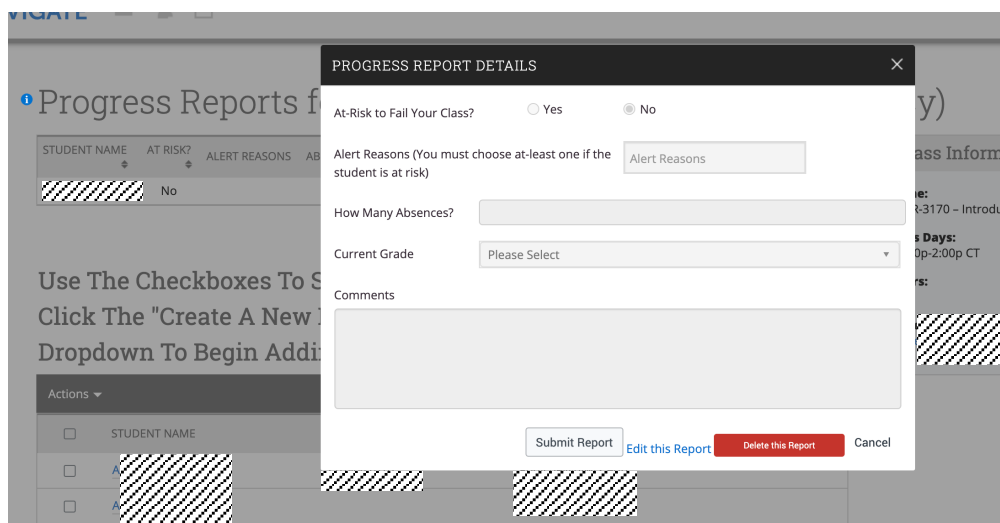2. Next to the class name, you can select the **Progress Reports** link.

3. Scroll to find a list of the students enrolled in the class.
4. Select the student(s) then click **Actions → Create a New Progress Report**.

There are no progress reports for PHAR-5542-55582.

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.

Actions ▲

Create a New Progress Report

	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
☐	A		edu
☐	A		
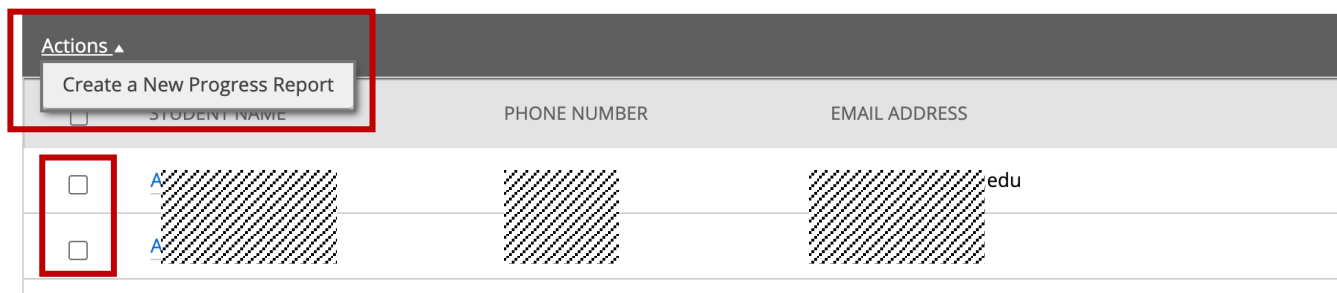
5. Complete the fields in the **Progress Report Details** window
6. Click **Submit Report** when complete.

PROGRESS REPORT DETAILS ✕

At-Risk to Fail Your Class? ○ Yes ◉ No

Alert Reasons (You must choose at-least one if the student is at risk)   [Alert Reasons]

How Many Absences?   [   ]

Current Grade   [Please Select ▼]

Comments   [   ]

Submit Report Edit this Report Delete this Report Cancel

❓ **Additional Resources**
Navigate Help Center: https://support.gradesfirst.com/hc/en-us

❗ Some information derived from the University of Houston Navigate Resource Site:
https://uh.edu/ussc/navigate/