

# Navigate Responding to Progress Report Campaigns

## About Progress Reports

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**.

## Email Recieved by Faculty

**Student Feedback Request**

Dear Professor Ha,

This is the message I'm including for the campaign.

[Click to Begin Entering Student Feedback](#)

The link above expires on 01/11/2021. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

[https://www.uow.edu.au/progress-report-campaigns](#)

Contact for Undergraduate Main Campus academic advising: University Advising Center: 210-805-5814, [advising@uiwtx.edu](mailto:advising@uiwtx.edu).

School of Professional Studies Students Contact for Academic Advising: 210-702-2402.

Contacts for tutoring: Writing and Learning Center/Tutoring Services: 210-829-3870. Cancellation guidelines: [www.uow.edu.au/wlc/writing-consultations](http://www.uow.edu.au/wlc/writing-consultations).

NAVIGATE

**Callouts:**

- Professor's last name will auto-populate
- Custom body text included in email (the **Email Subject** field filled out when building the Progress Report campaign)
- The date the link expires is customized when building campaign.
- Global footer that appears in every email sent from Navigate platform.

## 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:

## Professor Home ▾

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

- M** would like you to complete 1 progress report(s) by **Monday, January 11, 2021** [Fill Out Progress Reports](#)

### Class Listing

CLASS NAME	TIME	ROOM	
(PHAR-3170) Introduction to Pharmacy	T 1:00p-2:00p CT	FSOP-513	<a href="#">Assignments</a> <a href="#">Progress Reports</a>

### Actions

I want to...

[Issue an Alert](#)

### Quick Links

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:

## Student Feedback



### Your information is secure.

Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

### Professor

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.

#### PHAR-3170-55605-A Introduction To Pharmacy

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1 <b>A</b>	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[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 At-Risk \(I'm all done\)](#)

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

## 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 removed 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:

## Student Feedback

 **Your information is secure.**  
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

**You completed your Student Feedback; the progress reports are being saved.**

Saving the progress reports can take up to a few minutes (if there are many reports to save). You will receive a follow-up email if there were any errors saving the progress reports.

If you have any remaining progress reports to complete, you can return to the progress report page from the banner link on your home page.

[Go Home](#)

# View Submitted Reports

The faculty 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:

Professor Home ▾

### Class Listing

CLASS NAME	TIME	ROOM	
(PHAR-3170) Introduction to Pharmacy	T 1:00p-2:00p CT	FSOP-513	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(PHAR-5185) Geriatric Phar/Perspect in Agi	M 4:00p-7:00p CT	FSOP-478	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(PHAR-6450) LAU Comm Care Adv Phar Prac Ex	MTWRF 8:00a-5:00p CT	Not Specified	<a href="#">Assignments</a> <a href="#">Progress Reports</a>

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

## Progress Reports for PHAR-3170(Introduction to Pharmacy)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	
██████████	No					11/12/2020	<a href="#">Details</a>

**Class Information**

**Name:**  
PHAR-3170 - Introduction to Pharmacy

**Class Days:**  
F 1:00p-2:00p CT

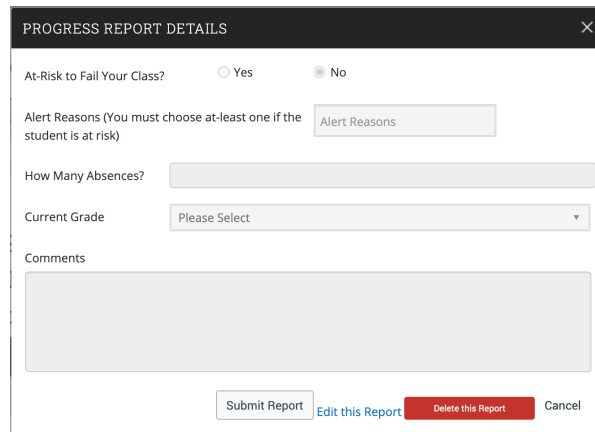
**Hours:**  
1.0

**Professor(s):**  
██████████

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 ▾			
<input type="checkbox"/>	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>	██████████	██████████	██████████.edu
<input type="checkbox"/>	██████████	██████████	██████████.edu
<input type="checkbox"/>	██████████	██████████	██████████.edu

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:



The screenshot shows a web form titled "PROGRESS REPORT DETAILS" with a close button (X) in the top right corner. The form contains the following elements:

- A radio button question: "At-Risk to Fail Your Class?" with "Yes" and "No" options. The "No" option is selected.
- A text input field labeled "Alert Reasons (You must choose at-least one if the student is at risk)" with a placeholder "Alert Reasons".
- A text input field labeled "How Many Absences?".
- A dropdown menu labeled "Current Grade" with a placeholder "Please Select".
- A large text area labeled "Comments".
- Four buttons at the bottom: "Submit Report" (white), "Edit this Report" (blue), "Delete this Report" (red), and "Cancel" (white).

**? Additional Resources**

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