

# Progress Report Tutorial

The link sent to your email should open this page on your browser

**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** [redacted] ← **1**

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.

**MAT-1051A-E01 College Algebra Strctch I Act** ← **2**

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 [redacted] ← <b>3</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No	[redacted] ← <b>5</b>	2 ← <b>6</b>	C- ← <b>7</b>	[redacted] ← <b>8</b>

**Submit only marked students (but I'm not done)** ← **4**

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)** ← **9**

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.

- 1.) The Progress Report request is addressed to you.
- 2.) The course title will be listed here.
- 3.) This section is the list of students in your class.
- 4.) Only select "YES" if the student is At-Risk to fail your course. You don't have to select "No" for the students who are not At-Risk.
- 5.) You can select the prepopulated Alert Reasons associated with the student's performance.
- 6.) Indicate absences here if applicable to the student. **(Steps 6-8 are optional)**
- 7.) Please select the current grade for that student.
- 8.) If needed, you can write additional comments for each student.
- 9.) Once the Progress Report is completed, please click the second blue button to *Submit unmarked students as not At-Risk*.

\*\*\*Please note that after the Progress Report is submitted, Navigate will send an automated email to the student(s) from the instructor stating that they have been identified as "at-risk" and are encouraged to meet with their instructor or academic advisor. Additional interventions may also occur.