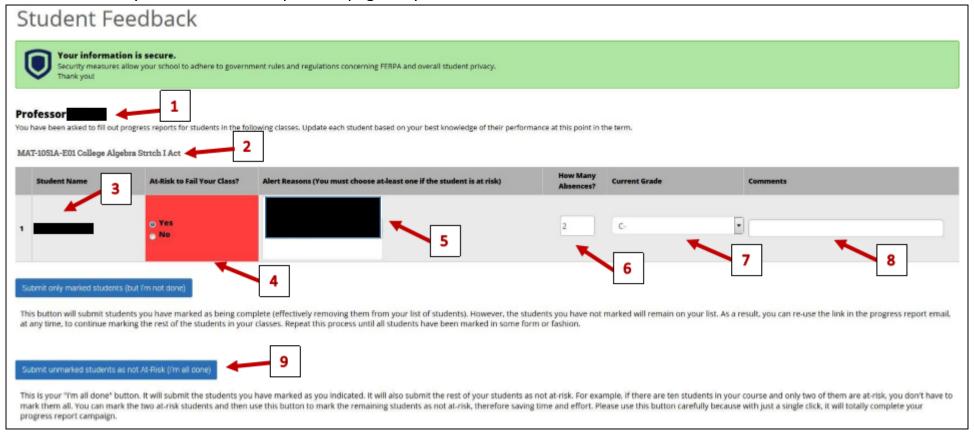
Progress Report Tutorial

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



- 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.