

Appendix E: Create a Progress Report or Issue an Alert

Submitting a Progress Report

Navigate360's [Progress Report](#) feature is used by faculty to share critical academic information on students enrolled in their courses. Use the instructions below to submit a Progress Report and mobilize support for a student.

Step 1: Access the Progress Reports either directly from the request email or by logging in to the Navigate360 platform and toggling to the Professor home page.

Step 2: Click "Fill out Progress Report" from email or home page.

Step 3: In the feedback screen, you will see a list of course sections and students that feedback is being requested for. This may or may not include all the students enrolled in your courses this semester. Begin filling out feedback according to the instructions provided in the Progress Report request email.

Step 4: If you have feedback about a student, select "Yes" and choose an "Alert Reason" that indicates why you are submitting feedback on this student. You may choose more than one alert reason. Please fill out the remaining columns, including the comments section with additional detail that will help an advisor follow up with this student.

Step 5: When submitting your Progress Reports, you have the option to submit only the students you have filled out feedback for or to submit all students. If you choose to submit all students, the students who you have not filled out feedback for will be marked as "I do not have feedback about this student."

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 Shubitz:

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.

HIST-2112-A1-M American History II

Student Name	Do you have any feedback on this student?	Alert Reasons (You must choose at least one if the student is of concern)	Current Grade (Optional)	Additional Comments
1 [REDACTED]	☒ Yes ☐ No	All of the Above Excessive Absences Low Participation Poor Grades		
2 [REDACTED]	☐ Yes ☐ No			

HIST-2112-C-M American History II

Student Name	Do you have any feedback on this student?	Alert Reasons (You must choose at least one if the student is of concern)	Current Grade (Optional)	Additional Comments
1 [REDACTED]	☐ Yes ☐ No	Alert Reasons		
2 [REDACTED]	☐ Yes ☐ No	Alert Reasons		
3 [REDACTED]	☐ Yes ☐ No	Alert Reasons		

TIP: Use the glossary of Alert Reasons on the next page to understand what follow up action will be associated with each Alert Reason.



For more detailed guidance, check out the [Help Center!](#)

Appendix E: Create a Progress Report or Issue an Alert

Submitting an Ad-Hoc Alert

Navigate360's [ad hoc alerts](#) are used by faculty and staff to share critical information and to create referrals for student between support offices. Use the instructions below to submit an early alert and mobilize support for a student.

Step 1: Click the "Issue an Alert" link in the upper right-hand corner of your home page.

Step 2: Search for the student for whom you'd like to issue an alert (using name or ID).

Step 3: Select the reason(s) you believe the student needs assistance. The reason(s) you choose will connect the student with the appropriate office. See more details

on the specific alert reasons below.

Step 4: If the alert is associated with a particular class, fill out that field.

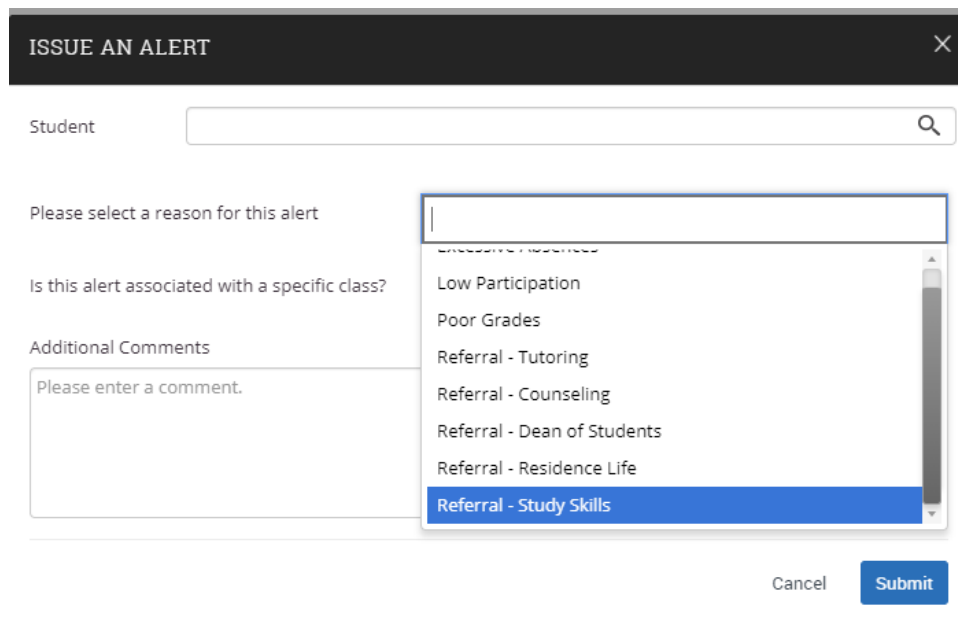
Step 5: Lastly, please provide any relevant context around your reason for submitting the alert in the comments section. Comments will help the team reviewing alerts to connect the student with the right resources in a timely fashion.

Step 6: Issuing an alert may open a case. You will receive an email notification when the case has been resolved.



The screenshot shows a light gray box with the title "Actions" in bold. Below the title, there is a link that says "I want to..." followed by a blue button labeled "Issue an Alert".

TIP: Use the glossary of Alert Reasons on the next page to understand what follow up action will be associated with each Alert Reason.



The screenshot shows a form titled "ISSUE AN ALERT" with a close button (X) in the top right corner. The form contains the following fields and options:

- Student:** A search bar with a magnifying glass icon.
- Please select a reason for this alert:** A dropdown menu with the following options: "Excessive Absences", "Low Participation", "Poor Grades", "Referral - Tutoring", "Referral - Counseling", "Referral - Dean of Students", "Referral - Residence Life", and "Referral - Study Skills". The "Referral - Study Skills" option is currently selected and highlighted in blue.
- Is this alert associated with a specific class?:** A text input field.
- Additional Comments:** A text area with the placeholder text "Please enter a comment."
- Buttons:** "Cancel" and "Submit" buttons at the bottom right.



For more detailed guidance, check out the [Help Center!](#)

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Alert Reasons in Progress Reports and Ad-Hoc Alerts

Navigate360’s ad hoc alerts are used by faculty and staff to share critical information and to create referrals for student between support offices. Use the instructions below to submit an early alert and mobilize support for a student. When filling out the Intervention workflows, pull the interventions from Navigate360 on the Early Alerts workflow section that describes the designated workflow.

Alert Reason	Intervention



For more detailed guidance,
check out the [Help Center!](#)