Instructor Guide – Submitting Progress Report through EAB Navigate (10/20)

Undergraduate instructors will be asked to provide early feedback on students having trouble in their class. To provide feedback, click on the link in the email message to access the Progress Report form. The message will let you know when the link to the Progress Report will expire.

The Progress Report asks instructors to answer this question: Is this student at-risk of failing your class?” On the Progress Report form indicate “Yes” for students at risk of not passing your class. Select at least one “Alert Reason” for students at risk of not passing. NOTE: Selecting specific Alert Reasons will help student support staff have more informed and intentional follow up conversations with at-risk students.

Sample email message:

Student Feedback Request
Dear Professor Adams,

Click to Begin Entering Student Feedback
The link above expires on 09/18/2020. If you would like to provide feedback after the expiration above, please contact your administrator.

Student Feedback

Professor Adams:
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.

CTI-411-XTA-D Human Computer Interaction

Select “Yes” for students at-risk of not passing the course. If you select “Yes,” at least one “Alert Reasons” must also be selected. The “How Many Absences,” “Current Grade,” and “Comments” columns may or may not be included in the Progress Report request. Note: Indicating “Yes” designates the student as “at-risk” and an EAB Alert message will be sent to the student and their assigned support team (advisor, faculty mentor, etc.).
Instructors have two submission options at the bottom of the Progress Report submission form.

To avoid having to select “No” for students that are not at risk of not passing your class, select the 2nd option - Submit unmarked students as not At-Risk.

2nd Option Example: If you have 100 students and only 5 are at-risk, you can select “Yes” for the 5 at-risk students, then scroll to the bottom and select “Submit unmarked students as not At-Risk (I’m all done).”
When you indicate a student as “at-risk” and submit a Progress Report, the student is automatically sent an email:

- Students are notified that a Progress Report Alert was submitted by you.
- The Alert Reason you selected is included in the notice/email message sent to the student.
- The Comments you included are NOT sent to students. Comments are used to guide advisors and student support staff with appropriate follow-up and referrals for students.
- The notification/email message sent to students encourages them to contact you for guidance or to utilize appropriate support services. The message may also instruct the student to contact their academic advisor and support team for assistance.
- The advisor and support team assigned to the student are notified of the alert.
- The academic alert and messages are noted in the EAB system.

NOTE: An EAB Alert message is sent to the “at-risk” student and their support team-advisor, faculty mentor, etc.

That’s it – you’re all done!

Once you have successfully completed and submitted your Progress Report request(s), you will receive a “Thank You” email.

EAB Navigate Question/Feedback

If you have any problems, questions or want to share a comment or suggestion regarding EAB Navigate, go to: Navigate Feedback.