


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,




SAINT LOUIS UNIVERSITY Demo Progress Report Campaign

[Click to Begin Entering Student Feedback](#)
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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

Sample text



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 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.

CIT-411-X70-D Human Computer Interaction

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 Katie	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2 James	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

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.).

At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Missing, Late or Substandard Assignments or Assessments <input checked="" type="checkbox"/> Poor Attendance, Preparation, or Participation <input type="checkbox"/> Behavior and/or Demeanor <input type="checkbox"/> Doesn't Meet Professional Standards <input type="checkbox"/> Family or Personal Issue
<input type="radio"/> Yes <input type="radio"/> No	
<input type="radio"/> Yes <input type="radio"/> No	

Select “Yes” for students at-risk of not passing the course. If you select “Yes,” you must select at least one “Alert Reason.”

NOTE: Indicating “Yes” designates the student as “at-risk”. An **EAB Alert** will be sent to the student and their support team (advisor, faculty mentor, etc.).

You may select “No” for students not at-risk of failing the course.

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).”**

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.

2nd Option

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.

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

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!



Progress Report Received

Thank you for submitting your progress reports. This will assist our students, and empower student support services to better serve them in the days to come.

Sample email

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.



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](#).