Instructor Guide – Submitting Progress Report through EAB Navigate (9-22)

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: Does this student have an academic concern?” On the Progress Report form if you indicate “Yes”, select at least one “Alert Reason” for the student. NOTE: Selecting specific Alert Reasons will help student support staff have more informed and intentional follow up conversations with students.

Select “Yes” for students with an academic concern(s). 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 having an “academic concern” 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 do not have an academic concern, select the 2nd option - Submit unmarked students as not having an Academic Concern.

2nd Option Example: If you have 100 students and only 5 have an academic concern, you can select “Yes” for the 5 with concerns, then scroll to the bottom and select “Submit unmarked students as not having an Academic Concern (I’m all done).”

Select “Yes” for students with an academic concern. If you select “Yes,” you must select at least one “Academic Concern.”

NOTE: Indicating “Yes” designates the student as having an “Academic Concern.” An EAB Alert will be sent to the student and their assigned advisor and faculty mentor.

You may select “No” for students not having an Academic Concern.

Note: Indicating “Yes” designates the student as having an “Academic Concern.” An EAB Alert will be sent to the student and their assigned advisor and faculty mentor.

Select “Yes” for students with an academic concern. If you select “Yes,” you must select at least one “Academic Concern.”

NOTE: Indicating “Yes” designates the student as having an “Academic Concern.” An EAB Alert will be sent to the student and their assigned advisor and faculty mentor.

You may select “No” for students not having an Academic Concern.
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 students with academic concerns noted and their support team-advisor, faculty mentor, etc.

**That’s it – you’re all done!**

When you indicate a student as having an “Academic Concern” 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(s) 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 students to contact their academic advisor and support team for assistance.
- The advisor and faculty mentors of 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](#).