Progress Reports Guide for Navigate

Progress Reports are a feature in the Navigate Staff platform, designed to identify students in need of intervention and enhance communication between faculty and advisors.

Each semester, the Office of Institutional Research and Assessment will work with the colleges to identify courses which will participate in Progress Reports in an effort to increase retention and foster student success.

If a course you are teaching is selected to participate in the Progress Report Campaign, you will receive an email with a link to complete a Progress Report by a specified date. You can also view your Progress Report requests on the Professor Home tab in the Navigate platform. **You do not need to have any training in the Navigate platform in order to complete a Progress Report.**

Please be mindful of the due date of the Progress Report, as you will be unable to access the report after the due date has passed. If you need an extension, please email Lynne Woods at lynne.woods@maine.edu.

If you have any questions regarding how to complete a Progress Report, please email Lynne Woods at lynne.woods@maine.edu or Kim Stewart at kimberly.stewart@maine.edu.
Submitting an Enrollment Census Report (for round 1)

**Starting Spring 2021, the first Progress Report will be an Enrollment Census Report. This is a simplified version of the Progress Report where we are simply seeking information on the students who have not attended class at all during the add/drop period.**

For this first report, you will click the email link to see a chart similar to the one below:

The columns you will see are:

- **Student name:** Preferred name for each student enrolled in your course at the time the Campaign was created.
- **Active:** You can individually mark your active students, or you can only mark those who have never attended and then check “Mark remaining as active” at the bottom of the report.
- **Last day:** Please ignore this column for this report. Later in the semester this type of report could be used to identify students earning an L, but for now, we are only interested in the students who have not attended in the first two weeks.
- **Never attended:** Please check off all students who have not attended.
- **Comments:** Optional comments, if you wish to add any.

**If you do not track attendance or you do not track attendance until after add/drop, please just check “Mark remaining as active” to submit a blank report.**
Submitting a Progress Report (for round 2 and 3)
When you click the link in your email to open a Progress Report, you will see a chart similar to the one below:

![Progress Report Chart](image)

The columns you will see are:

- **Student name:** Preferred name for each student enrolled in your course at the time the Progress Report Campaign was created.
- **At-risk to fail:** Check “Yes” for all students of concern. **You do not need to click “No” for all others,** there is an option at the end to mark all remaining students as not at-risk. “At-risk to fail” can be interpreted differently in individual scenarios; if your course is a required prerequisite and students must receive a grade of C- or above, then a D may be considered failing.
- **Alert reasons:** For all students marked as at-risk, you must select at least one reason from the drop down. Alert reasons can be found in the Navigate Alert Outline document.
- **Absences:** If you choose the attendance alert reason, you must include the number of absences so the advisor has an idea of how severe the concern is.
- **Current grade:** If you choose a grade-related alert reason, you must include the grade so the advisor has an idea of how severe the concern is.
- **Comments:** Please include any additional comments which may be helpful for the advisor to know. If an advisor receives an alert without any pertinent information, they may not know how to reach out to the student.

After you have filled out the progress report for students of concern, you will have two options: **Submit only marked students (but I’m not done)** and **submit unmarked students as not at-risk (I’m all done).**
What this means is that if you have a class of 100 students, but only wish to raise alerts on five of them, you can enter your information for those five students of concern and auto submit all other students as not at-risk, without having to take the time to individually select “No” for each student.

If you choose the first option, you can revisit your Progress Report through the link in the original email or from your Professor Home tab in the Navigate platform.
Notification of Alerts

When an alert is issued, the students’ assigned advisors and the students themselves may be notified, according to the *Navigate Alert Outline* document.

If the alert is configured to notify the advisors, they will receive an email similar to the following:

Note that this email is sent to all advisors assigned to a student, including Athletic Academic Counselors. It is generally expected that the student’s primary advisor follows up on alerts.
For some alerts, the student will also receive a notification which will look similar to this:

The email will instruct the student to contact their advisor and/or the instructor of the course if they have any questions.