How to submit Progress Report on student?

The Faculty will receive an email, as shown below, requesting them to submit Progress Reports for the students in their class(es). You will see an embedded link in the email that opens the **Progress Feedback form**.

UNIVERSITY of WISCONSIN GREEN BAY

Student Feedback Request

Dear Professor

In order to identify any students struggling academically, we ask that you identify those students struggling in your courses and provide some contextual information, including their current grade and, when relevant, comments about their performance or ways they can get back on track in your course. Students will see this information in the Navigate app, and advisors will receive it, too, enabling them to administer timely support.

Click to Begin Entering Student Feedback

The link above expires on 04/24/2021. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

https://uwgb.campus-training3.eab.com/e/JSxOvPIj6c

Alternatively, you can also access the progress feedback form from the Navigate platform itself, from your **Professor Home** page.

Note: Some faculty serve in other roles besides being an instructor, such as – mentor, administrator, etc.The default home page for these users is the Staff Home. They must switch to their Professor Home to get to the Progress Reports:

Staff Home ▲

Professor Home

ts   My Availability   Appo
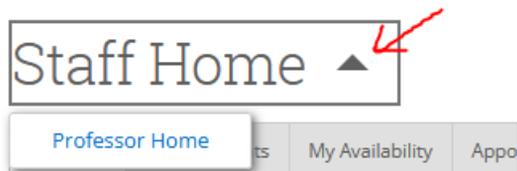
Professor Home ▼

, please respond to the following progress report request(s):

- Pooja Agarwal would like you to complete 88 progress report(s) by **Saturday, April 24, 2021**   Fill Out Progress Reports

Class Listing

CLASS NAME	TIME	ROOM	
(ENGLISH-215) Introduction to English Literature II			Assignments
(ENGLISH-290) Literary Studies			Assignments

If you teach multiple courses and/or sections, they will all appear on the same form divided by course/sectionheadings. You need to fill out the following fields for your students.

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

In order to identify any students struggling academically, we ask that you identify those students struggling in your courses and provide some contextual information, including their current grade and, when relevant, comments about their performance or ways they can get back on track in your course. Students will see this information in the Navigate app, and advisors will receive it, too, enabling them to administer timely support.

ENGLISH-215-0800-2287-LEC Introduction To English Literature II

	Student Name	Is the student facing an academic challenge in your class?	Alert Reasons (You must choose at-least one if the student is facing an academic challenge)	Grade	Comments
1		○ Yes ○ No	Alert Reasons		
2		○ Yes ○ No	Alert Reasons		
3		○ Yes ○ No	Alert Reasons		
4		○ Yes ○ No	Alert Reasons		
5		○ Yes ○ No	Alert Reasons		

Is the student facing an academic challenge in your class?

Use this field to indicate if this student is currently struggling in your class.

Alert Reasons

This field is only used if the above question is marked **Yes**. If the faculty member says yes, then they must pick analert reason from the drop-down menu.
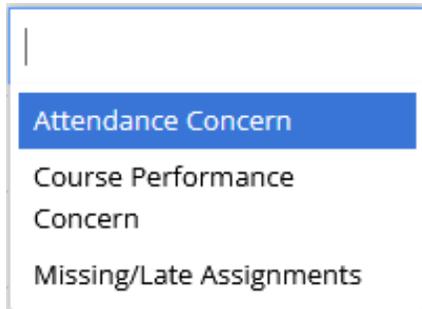
Attendance Concern
Course Performance Concern
Missing/Late Assignments

Attendance Concern – Student regularly misses class, arrives lave, or leaves early.

Course Performance Concerns – Student's performance places them at risk of earning a Dor an F in the course without appropriate intervention.

Missing/Late Assignments – Student is missing multiple assignments or not submitting assignments on time.

Current Grade

The grade the student has earned in this course so far.

Comments

Enter a narrative regarding how this student is progressing in the course. Even though an optional field, the comments should be constructive advice to help students, with the support of their advisors, take concrete steps to course-correct.These comments will be visible to the students on their Navigate student desktop or mobile app along with the grade.

You have two submission options located at the end of the form:

Click **Submit only marked students (but I'm not done) button** if you're submitting for fewer studentsat a time and need to return to fill out more progress reports later.

OR click **Submit unmarked students as performing satisfactorily (I'm all done) button**. This optiongives you the option to only manually mark students who show concerns and automatically mark everyone else as performing satisfactorily when you click this button.

Note: **Submit unmarked students as performing satisfactorily(I'm all done)** is also the button youselect when you are done filling out Progress Reports, even if you have marked every student individually

Caution: The Progress Report form adheres to the same 30-minute time out policy as our other UWGB applications. That's why it is recommended to submit batches of students before time out by choosing the first submission option.

For any difficulties with the process or any technical issues with the Navigate platform, reach out to **Pooja Agarwal** at **agarwalp@uwgb.edu**.