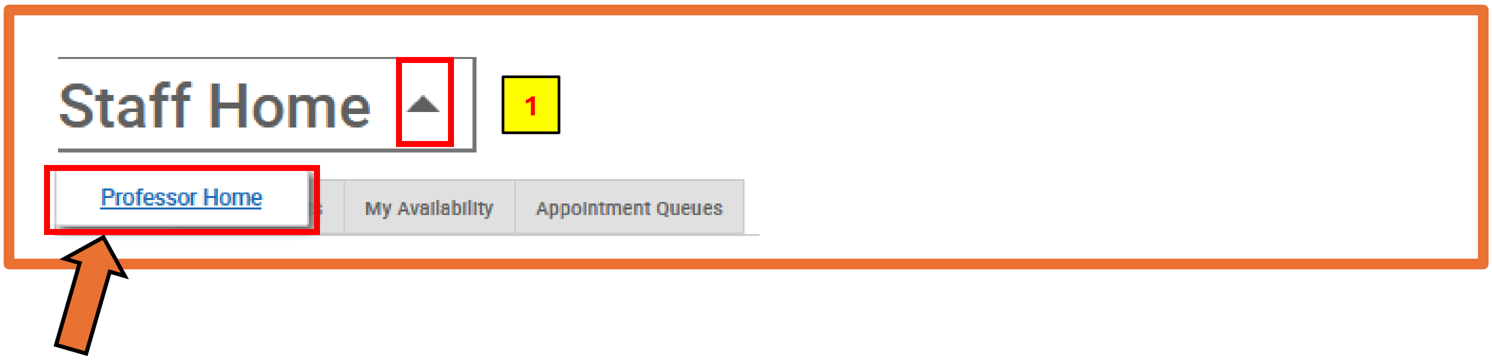
Navigate: How to Complete a Progress Report

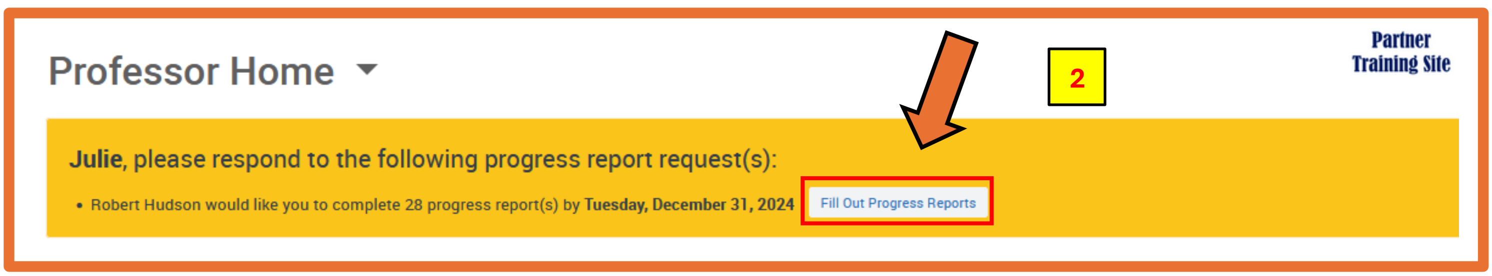
Submitting a Progress Report

Navigate's **Progress Report** feature is used by faculty to share critical academic information on students enrolled in their courses. Use the instructions below to submit a Progress Report to initiate support for a student.

Step 1: You may access your Progress Report(s) either directly from the Progress Report request email that was sent to your Buffalo State University email or by signing in to your Navigate account and proceeding to your **Professor Home** page.



Step 2: Click **Fill out Progress Reports** from your email or **Professor Home** page.



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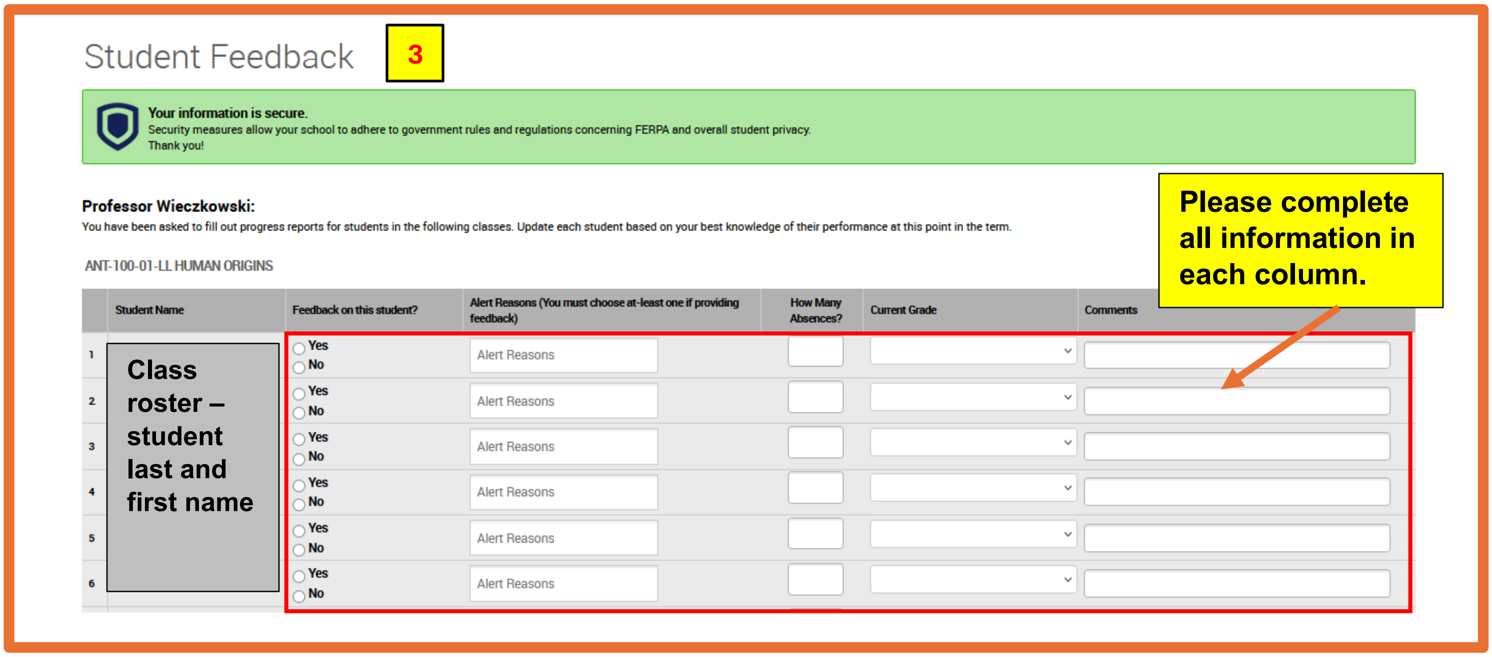
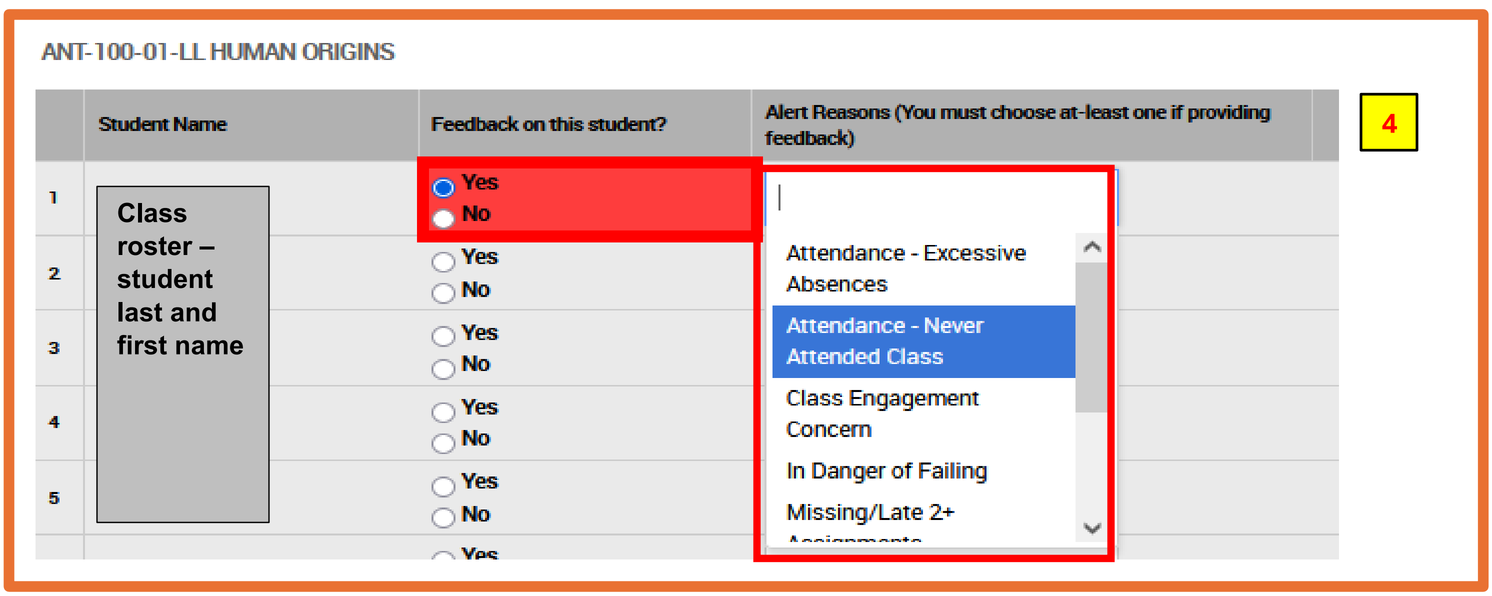
Step 3: On the **Student Feedback** screen, you will see a list of course sections and students that feedback is being requested for. Begin filling out feedback.



Step 4: If you have feedback about a student, select **Yes** and choose an **Alert Reason** from the drop-down menu that indicates why you are submitting feedback on this student. You may choose more than one alert reason. Please fill out the remaining columns, including the **comments** section with additional details that will help an advisor follow up with this student. **Students will not see the comments.**



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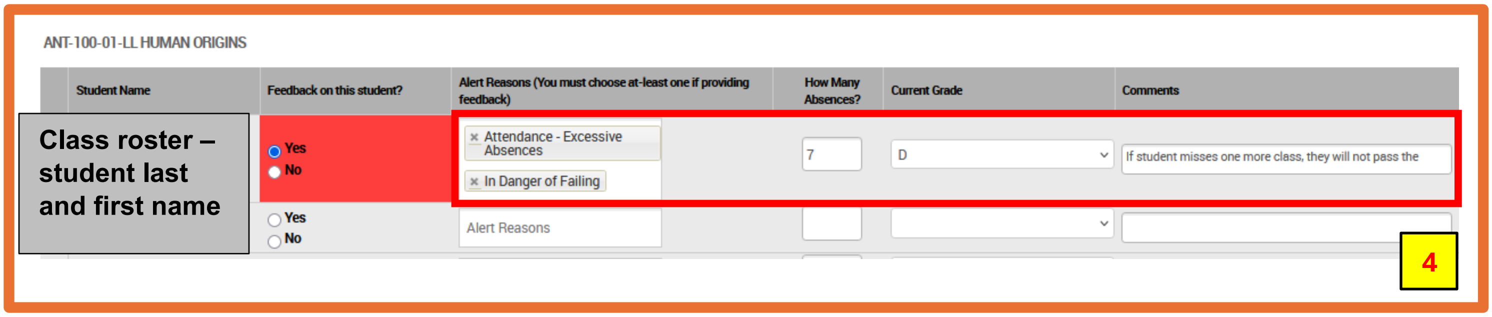
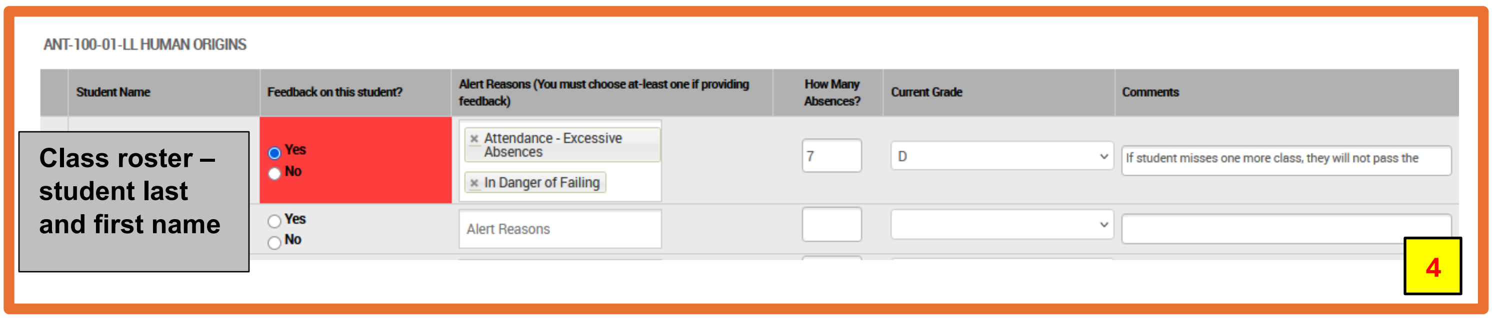
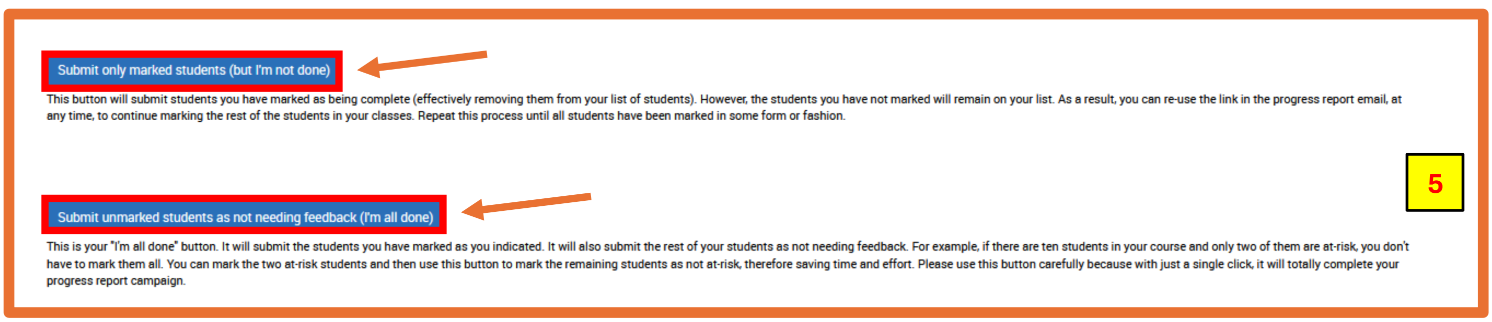
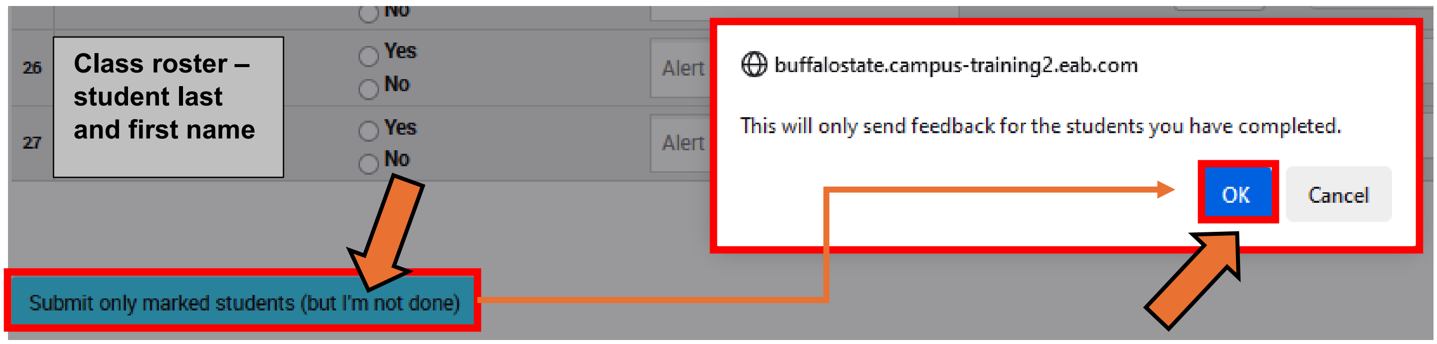


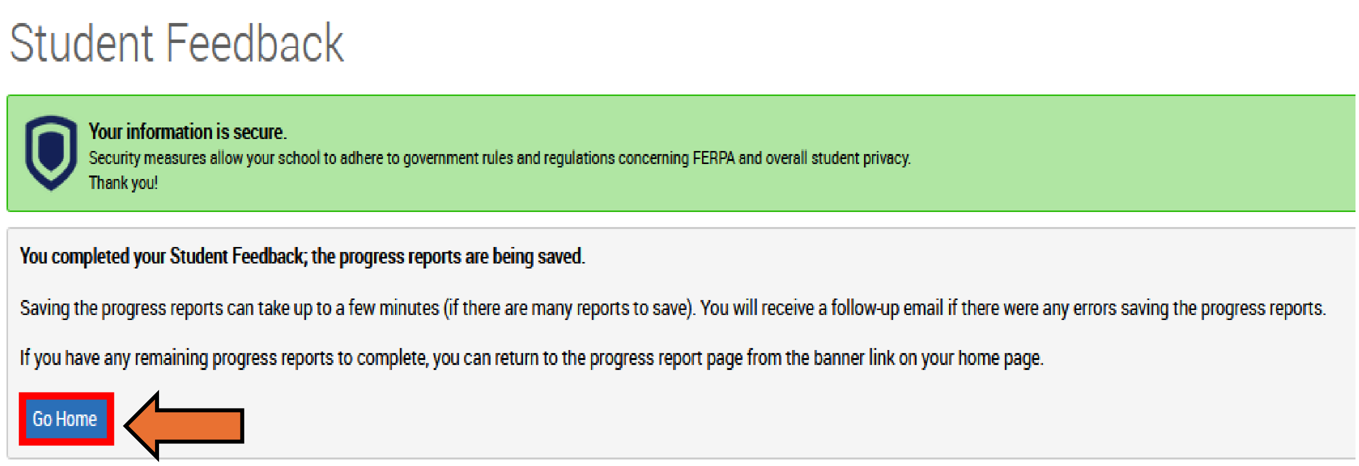
<u>Step 5:</u> When submitting your **Progress Reports**, you have the option to submit only the students you have filled out feedback for or to submit all students. If you choose to submit all students, the students who you have not filled out feedback for will be marked as **I do not have feedback about this student**.





- **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, as long as the Progress Report window is open, 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.





Submit unmark students as not needing feedback (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 needing feedback. 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.

Note: Please use the **Submit unmark students as not needing feedback (I'm all done button)** carefully because with just a single click, it will totally complete your Progress Report Campaign.

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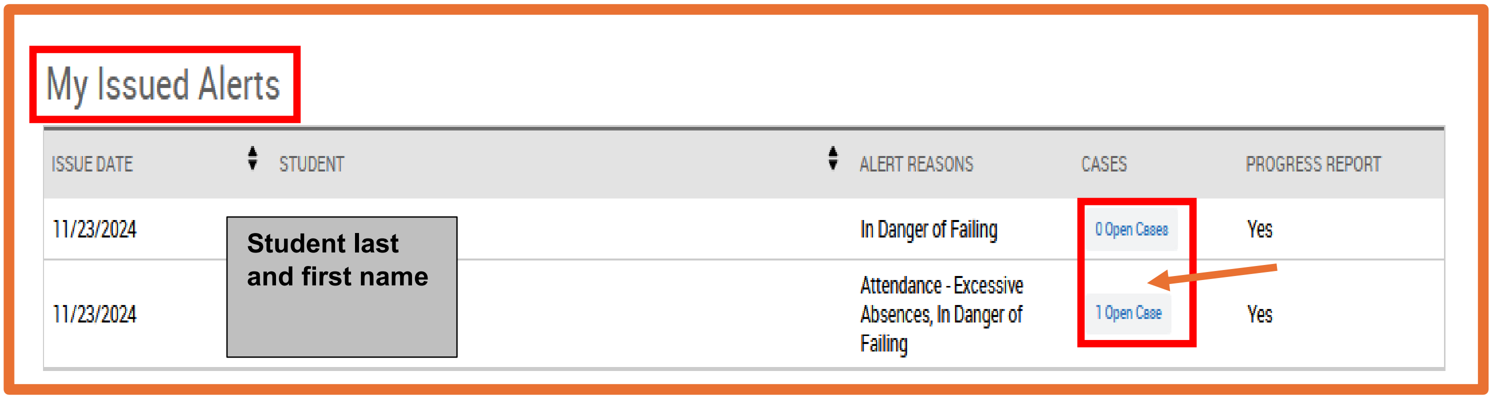
Where can view all my issued alerts that I have raised?

You may view all your issued alerts that you have raised from your **Professor Home** page under the section called, **My Issued Alerts**.



Some Alerts, such as In Danger of Failing, are configured to automatically open a **Case.** A Case is an **Alert** or **Referral** that is assigned to the student's advisor(s), or in some instances, a campus official for further action. Moreover, a Case is an electronic case file where staff across departments (e.g., financial aid, bursar, tutoring, counseling) can coordinate and collaborate on the follow-up with the student. Cases create a formalized next step for **action or intervention** on the issued Alert or Referral, should that be needed. The electronic record logs all attempted outreach (failed/successful), and **Case Outcomes**.

Details about the Case, including the **Case Outcome** (Case Closure Reason), can be found on the **History** tab of a **Student's Profile** page.

If the Case is closed, you may view the **Case Closure Reason** by clicking on the blue link under the Cases column.