How to Submit a Progress Report for Early Alert Using Navigate

You will be receiving an email asking you to submit your Progress Reports during the reporting period and a link to do so. When you click the link, you might be asked to sign in with your regular credentials and will be directed to the following:

- Select “Yes” or “No” for each student
- If you select “Yes,” at least one “Alert Reasons” must also be selected
- The absences and comments sections are optional, but can be very helpful when advisors meet with students.

- If a student is at-risk, please select “yes” and list the reasons for the student’s unsatisfactory performance. You can list as many reasons as necessary.
- If a student is not at risk, select no or leave blank (please see submission options)
• You have two submission options at the bottom of your Progress Report: to **submit only the marked students**—so you can return to the others later, or to **submit unmarked students as not at-risk**—so you don’t have to check “no” to many students in multiple classes who aren’t at-risk.

• Please note: you have to select one of the options in order to complete the Progress Report process.

• Once you have completed all of your Progress Report request, you will receive a “Thank You” email and you are all done!

If you have any questions please email **navigate@sgsc.edu**