

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:

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 [Redacted]

Please fill out progress reports for underperforming students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

HIST-1112-0-A World History II

Student Name	Is the student performing unsatisfactorily in class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Comments
1 [Redacted] Jeremy	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		
2 [Redacted] Kayla	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		

- 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.

HIST-1112-0-A World History II

Student Name	Is the student performing unsatisfactorily in class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Comments
1 [Redacted] Jeremy	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Missing or late assignments or tests <input checked="" type="checkbox"/> Personal issues		
2 [Redacted] Kayla	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		

- 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)

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, 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 unmarked students as not At-Risk (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 at-risk. 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. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

- 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