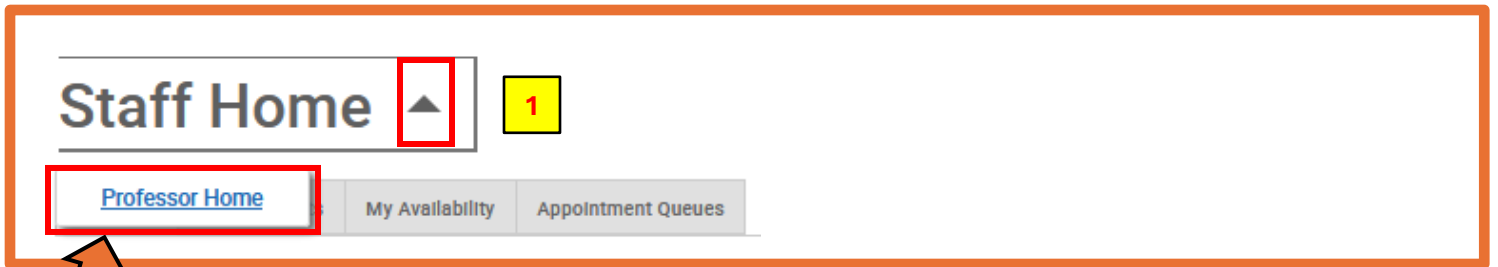


Navigate: How to Complete a Progress Report

Submitting a Progress Report

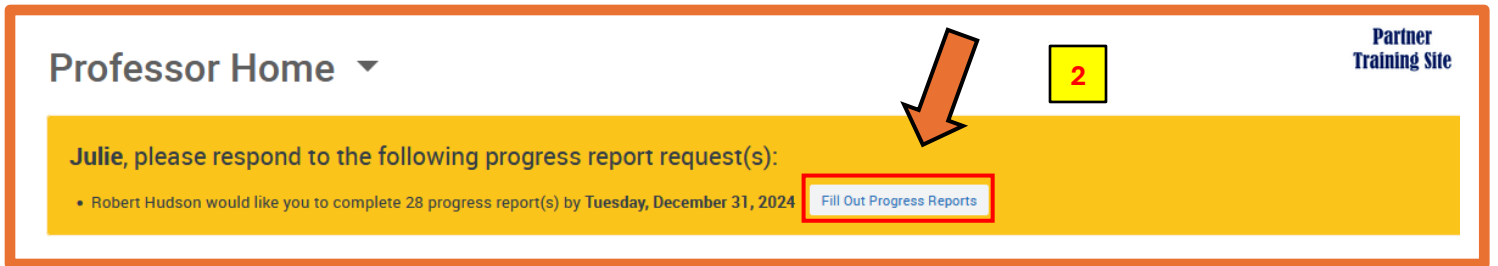
Navigate's **Progress Report** feature is used by faculty to share critical academic information on students enrolled in their courses. Use the instructions below to submit a Progress Report to initiate support for a student.

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 proceed to your **Professor Home** page.



A screenshot of the 'Staff Home' navigation menu. The text 'Staff Home' is at the top left. To its right is a small square icon with an upward-pointing triangle, and further right is a yellow square containing the number '1'. Below 'Staff Home' are three buttons: 'Professor Home' (highlighted with a red box and an orange arrow pointing to it), 'My Availability', and 'Appointment Queues'.


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



A screenshot of the 'Professor Home' page. At the top left is 'Professor Home' with a dropdown arrow. At the top right is 'Partner Training Site'. Below this is a yellow notification banner. The banner text reads: 'Julie, please respond to the following progress report request(s):'. Below this text is a list item: '• Robert Hudson would like you to complete 28 progress report(s) by Tuesday, December 31, 2024'. To the right of this list item is a button labeled 'Fill Out Progress Reports' (highlighted with a red box and an orange arrow pointing to it). A yellow square with the number '2' is located to the right of the notification banner.

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.

Student Feedback 3

 **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 Wieczkowski:
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

ANT-100-01-LL HUMAN ORIGINS

Student Name	Feedback on this student?	Alert Reasons (You must choose at-least one if providing feedback)	How Many Absences?	Current Grade	Comments
Class roster – student last and first name	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

Please complete all information in each column.

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.**

ANT-100-01-LL HUMAN ORIGINS

Student Name	Feedback on this student?	Alert Reasons (You must choose at-least one if providing feedback)		
Class roster – student last and first name	<input checked="" type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid red; padding: 5px;"> <input type="text"/> Attendance - Excessive Absences Attendance - Never Attended Class Class Engagement Concern In Danger of Failing Missing/Late 2+ Assignments </div>		
	<input type="radio"/> Yes <input type="radio"/> No			
	<input type="radio"/> Yes <input type="radio"/> No			
	<input type="radio"/> Yes <input type="radio"/> No			
	<input type="radio"/> Yes <input type="radio"/> No			

4

ANT-100-01-LL HUMAN ORIGINS

Student Name	Feedback on this student?	Alert Reasons (You must choose at-least one if providing feedback)	How Many Absences?	Current Grade	Comments
Class roster – student last and first name	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Attendance - Excessive Absences <input checked="" type="checkbox"/> In Danger of Failing	7	D	If student misses one more class, they will not pass the
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

4

Step 5: 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**.

ANT-100-01-LL HUMAN ORIGINS

Student Name	Feedback on this student?	Alert Reasons (You must choose at-least one if providing feedback)	How Many Absences?	Current Grade	Comments
Class roster – student last and first name	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Attendance - Excessive Absences <input checked="" type="checkbox"/> In Danger of Failing	7	D	If student misses one more class, they will not pass the
	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

4

Submit only marked students (but I'm not done) ←

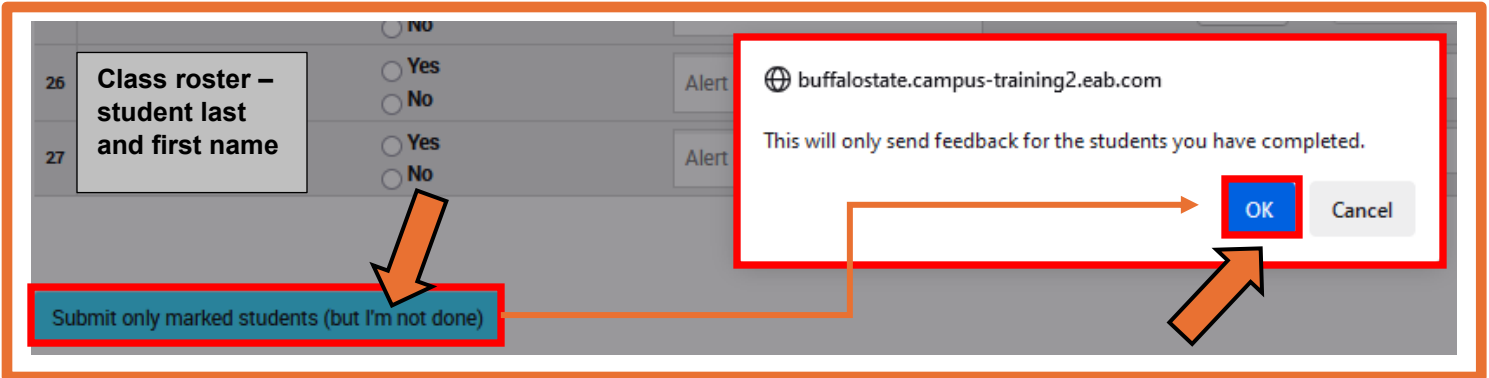
This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not needing feedback (I'm all done) ←

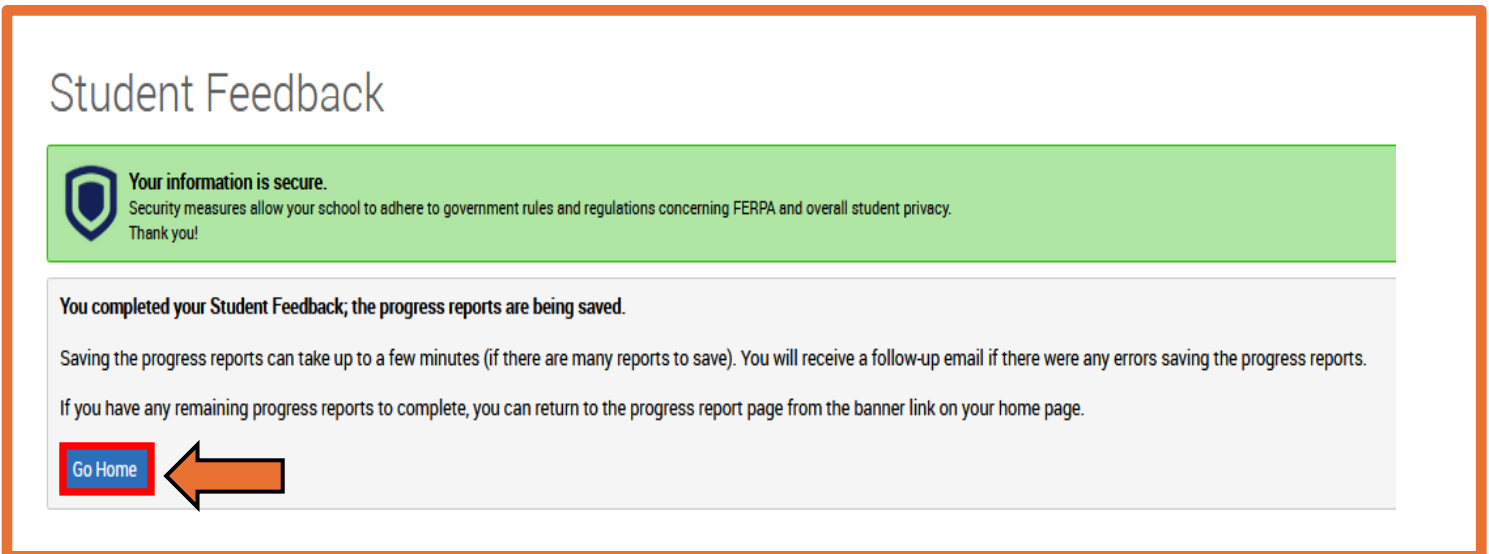
This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not needing feedback. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

5

- **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.



The screenshot shows a web interface with a class roster table. A box highlights the text "Class roster – student last and first name". Below the table, a button labeled "Submit only marked students (but I'm not done)" is highlighted in red. An orange arrow points from this button to a dialog box. The dialog box has a title bar with the URL "buffalostate.campus-training2.eab.com" and the text "This will only send feedback for the students you have completed." It contains two buttons: "OK" (highlighted in red) and "Cancel".



The screenshot shows a confirmation page titled "Student Feedback". A green banner at the top states "Your information is secure. Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!". Below this, a grey box contains the text: "You completed your Student Feedback; the progress reports are being saved. Saving the progress reports can take up to a few minutes (if there are many reports to save). You will receive a follow-up email if there were any errors saving the progress reports. If you have any remaining progress reports to complete, you can return to the progress report page from the banner link on your home page." At the bottom left of the grey box, a "Go Home" button is highlighted in red, with an orange arrow pointing to it from the right.

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.

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 Issied Alerts**.

ISSUE DATE	STUDENT	ALERT REASONS	CASES	PROGRESS REPORT
11/23/2024	Student last and first name	In Danger of Failing	0 Open Cases	Yes
11/23/2024	Student last and first name	Attendance - Excessive Absences, In Danger of Failing	1 Open Case	Yes

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.

CASE INFO	
Alert For	Student last and first name
Issued on 12/23/2024 @ 2:47pm ET	
ALERT REASON	STATUS
In Danger of Failing	Closed on 12/23/2024
	Student contacted and situation has been resolved.