Early Alerts and Progress Reports in Navigate

This guide will show you how to issue an alert for a student, respond to a campaign and complete a feedback form within the Navigate Platform. You may access Navigate at stlcc.campus.eab.com (using Chrome or Firefox)

How Faculty Respond to Progress Report Requests

Progress Report Campaigns are the most common way faculty will issue alerts on students. An administrator will launch campaigns at key times throughout the academic term.

A Progress Report Campaign is an email to faculty requesting their input on their students. The email will have a link to the Progress Report Feedback form. If they teach multiple courses and/or sections these will all appear on one page through the one link. The instructional text, the column header titles, and the alert reasons have all been customized by STLCC. You can also submit progress reports from the platform from the Professor Home page. That will lead to the same feedback form.

Notes on Completing the Feedback Form

1. You must click on the link in your email to open the feedback form.
2. Fill out the following fields on the feedback form:
   a. Do you want to issue an alert?
   b. Alert Reason (must enter one if you are issuing an alert)
   c. Comments – enter a narrative regarding how this student is progressing in their course. The narrative comment will help the person intervening.
3. Submit the form with one of the following options:
   a. Submit only for marked students (but I'm not done) button if you will return to fill out more progress reports later
   b. Submit unmarked students as no alert needed (I'm all done) button if you want the option of only marking those with an alert and automatically mark everyone else without an alert when you select this option for submission. You will also select this option when you are done filling out Progress Reports, even if you have marked every student individually.

How Faculty Create Ad-Hoc Progress Reports and/or Issue an Alert

Ad-hoc progress reports allow faculty to issue an alert outside of the campaign or emailed link. This option required faculty to login to Navigate Campus.

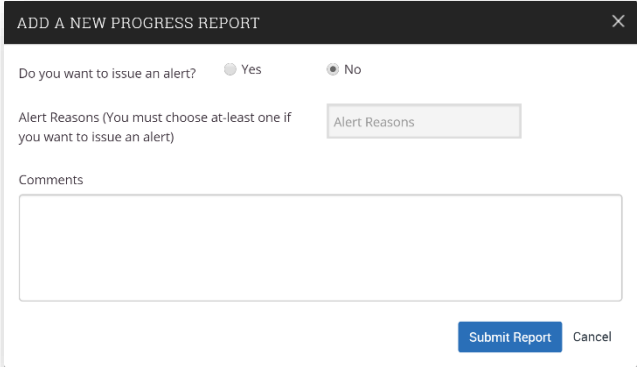#### To create a progress report for a student:

1. Click the Progress Reports link next to the class for which you would like to submit Progress Reports.

2. On the Progress Reports screen, select the student for whom you would like to submit a report, and click Actions and then Create a New Progress Report.
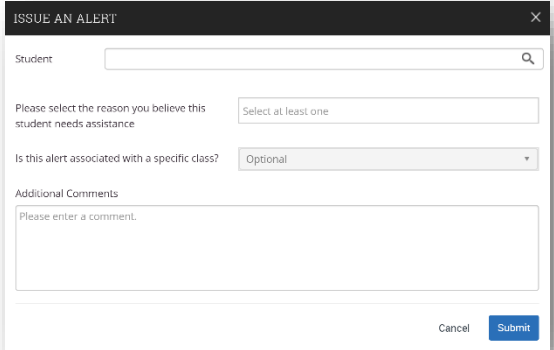3. On the Add a New Progress Report dialog, enter the information regarding the student.

To Issue an Alert on a Student

Faculty can also "issue an alert" by selecting this option on their homepage in Navigate Campus. Under the Action Items, you will select "Issue an Alert". This will bring up a dialog box that will require that you complete the following fields: Student (only have access to student's enrolled in your courses), Reason, Course and Comments.

Remember - Any information you enter into the platform pertaining to a student becomes a part of their official student record and may be subpoenaed by that student, as outlined in the Family Educational Rights and Privacy Act (FERPA).

Alert Notifications may go out to students and/or support staff who are assigned to intervene for the specific alert reason. Please refer to the Early Alert information provided by STLCC for details on when notifications are sent to others.