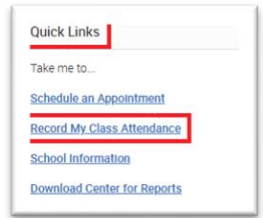


Navigate360: Submitting Progress Reports from Submitting Attendance

Academic Alerts (Progress Reports) help support at-risk students early in the semester

1. Submit Progress Reports



Quick Links

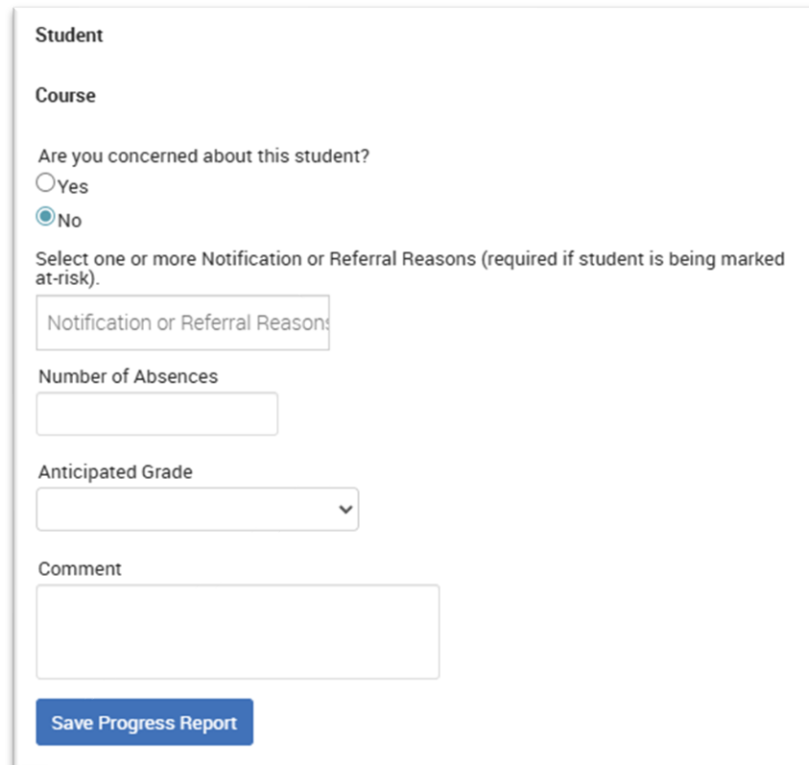
Take me to...

- [Schedule an Appointment](#)
- [Record My Class Attendance](#)
- [School Information](#)
- [Download Center for Reports](#)

- From the *Professor Home*, click *Record my Class Attendance* under the *Quick Links* box
- Choose a Course from the left side
- Your course roster will populate on the right-hand side
- Submit individual alerts by clicking Add Progress Report beside the student's name

STUDENT	ABSENCES	PRESENT?	ABSENT?	TARDY?	EXCUSED?	PATTERN	
	0 (0)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>		Add Progress Report

- Complete the following:
 - Are you concerned about this student? Select *Yes* or *No*
 - Alert Reasons. Select from *the drop-down* for your concern. If desired, click inside the *Please select a reason* drop-down box again to select additional notification/referral reasons. As many notification/referral reasons as are applicable may be selected
 - Number of Absences
 - Anticipated Grade (if applicable)
 - Please *write a comment* with details as to why you're concerned
- Click *Save Progress Report*



Student

Course

Are you concerned about this student?

Yes

No

Select one or more Notification or Referral Reasons (required if student is being marked at-risk).

Notification or Referral Reasons

Number of Absences

Anticipated Grade

Comment

Save Progress Report

Continue to next page...

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2. Making comments best practices

- Be informative and detailed, yet succinct
 - **NOTE:** Care Units are making 'cold calls' and any/all additional info is helpful. Anyone with the Advisor Standard role can read initial comments made when a referral is made to the CFAA, Career Services, or Military Affiliated/Veterans Affairs.
- Include key fact-based details shared by the student or which you observed, commenting "student indicated that" rather than making assumptions. Omit opinions, guesses, judgements, or feelings.
- Note any action you have already taken in supporting the student need (advice, recommendations, etc.)
- Write comments as if the student, parents, or the general public will read them.
 - **NOTE:** Case comments are not visible to the student, but still are a part of the student's educational record.
- Omit personal or sensitive content at all times. When making comments for a Dean of Students referral ('Non-Academic Help Needed'), the following are acceptable:
 - Health, mental health, disability, legal, relationship, family related
 - +