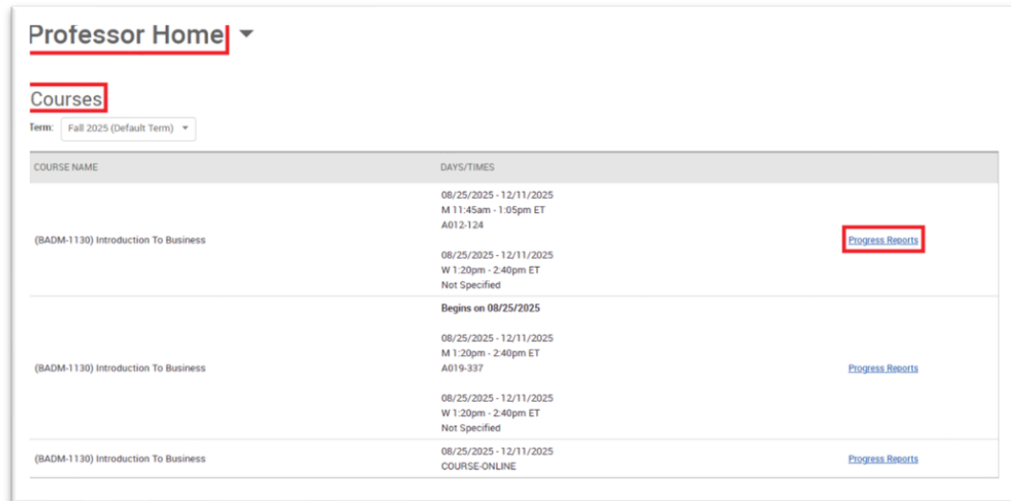# Navigate360: Submitting Progress Reports from Professor Home
Academic Alerts (Progress Reports) help support at-risk students early in the semester
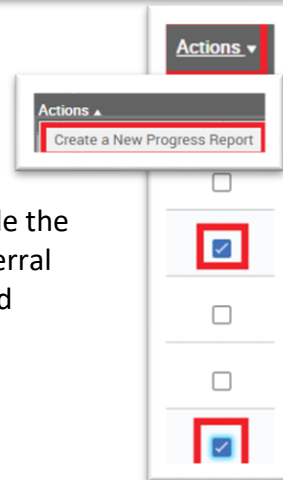
1. Submit Progress Reports

- From the *Professor Home*, click *Progress Reports* beside your *Course*, under the *Courses* section of your profile page in Navigate360
- The *Progress Reports for {Course_number}* will load, and instruct you to check the box beside the students in your course who you are concerned about. After selecting your students:
    - Click *Actions*
    - Click *Create a New Progress Report*
- Add a New Progress Report box will pop-up and ask:
    - 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
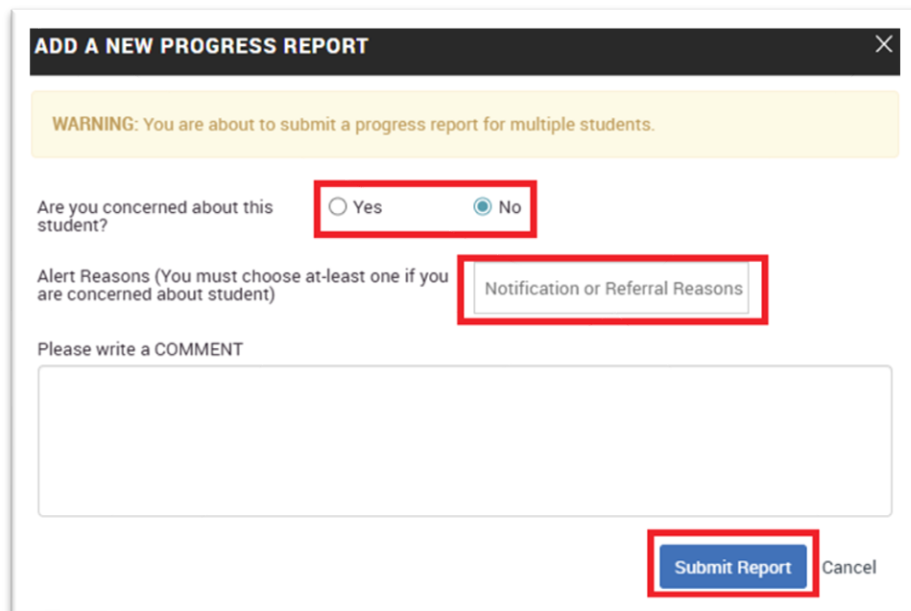   - Please *write a comment* with details as to why you're concerned
- Click *Submit*

Continue to next page…

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

  ➕ Food assistance, housing concerns, childcare, emergency funding