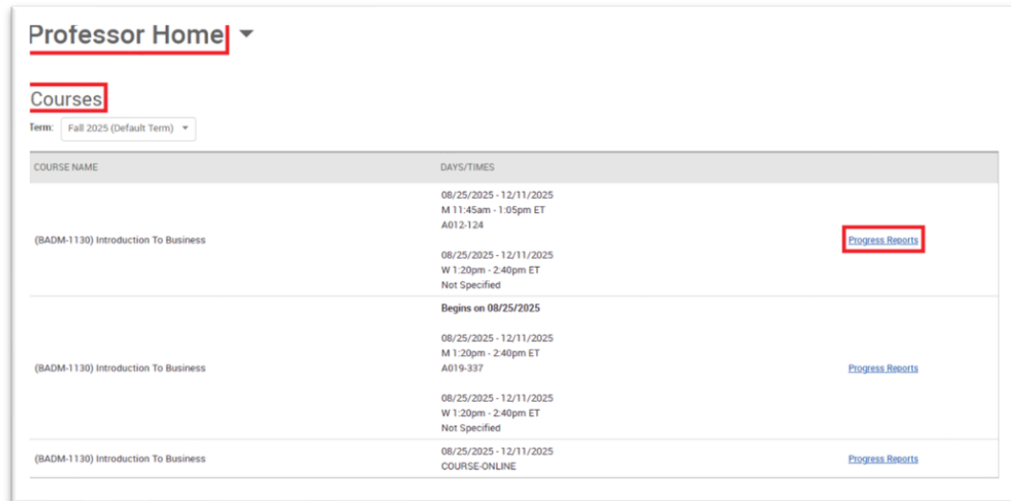


Navigate360: Submitting Progress Reports from Professor Home

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

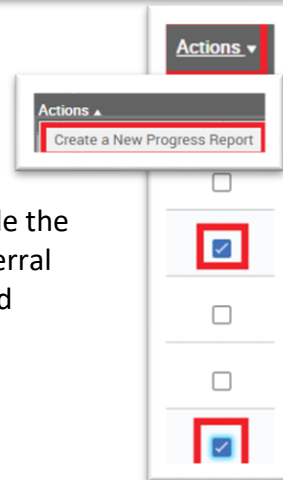
1. Submit Progress Reports

- 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*

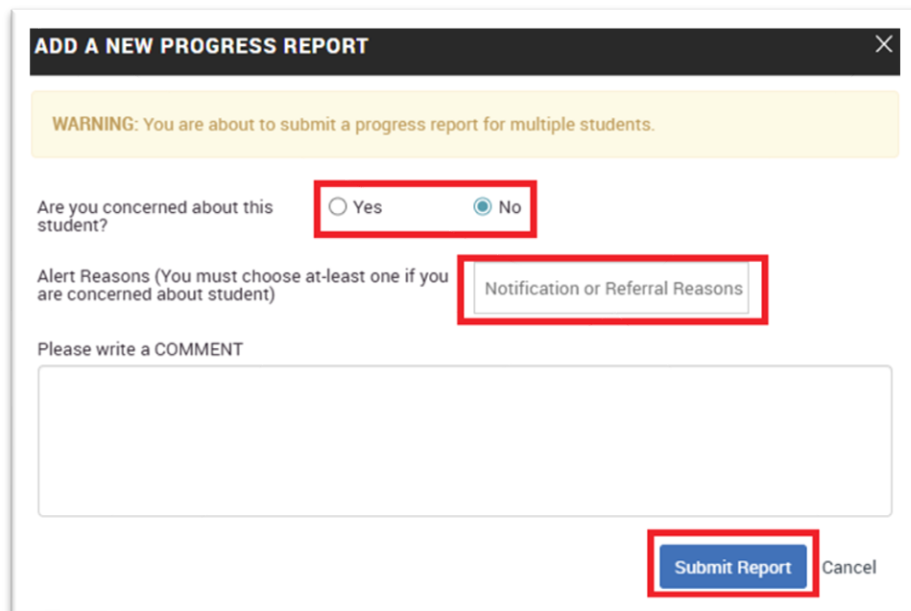


The screenshot shows the 'Professor Home' interface. At the top, there is a 'Professor Home' dropdown menu. Below it is the 'Courses' section, which includes a 'Term' dropdown set to 'Fall 2025 (Default Term)'. A table lists courses with columns for 'COURSE NAME' and 'DAYS/TIMES'. Three rows are visible, all for '(BADM-1130) Introduction To Business'. Each row has a 'Progress Reports' link on the right side, which is highlighted with a red box.

COURSE NAME	DAYS/TIMES	Progress Reports
(BADM-1130) Introduction To Business	08/25/2025 - 12/11/2025 M 11:45am - 1:05pm ET A012-124	Progress Reports
(BADM-1130) Introduction To Business	08/25/2025 - 12/11/2025 W 1:20pm - 2:40pm ET Not Specified	Progress Reports
(BADM-1130) Introduction To Business	08/25/2025 - 12/11/2025 M 1:20pm - 2:40pm ET A019-337	Progress Reports



The screenshot shows the 'Actions' dropdown menu. The 'Create a New Progress Report' option is highlighted with a red box. Below it are several checkboxes, with the second and fifth ones checked and highlighted with red boxes.



The screenshot shows the 'ADD A NEW PROGRESS REPORT' form. It features a yellow warning banner at the top. Below it is a question 'Are you concerned about this student?' with radio buttons for 'Yes' and 'No', where 'No' is selected and highlighted with a red box. Underneath is the 'Alert Reasons' section with a dropdown menu labeled 'Notification or Referral Reasons', also highlighted with a red box. A text area for 'Please write a COMMENT' is provided. At the bottom right, there are 'Submit Report' and 'Cancel' buttons, with 'Submit Report' highlighted by a red box.

Continue to next page...

Navigate360: Submitting Progress Reports from Professor Home

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

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