Instructor Progress Reports

Proactive outreach through Nanook Navigator (EAB Navigate)

What are Progress Reports?
Progress reports are an early alert system designed to provide students and advisors timely feedback of instructor concerns/feedback about attendance, engagement, and/or academic performance at key points during the term. Student feedback progress reports trigger emails to students.

Who will be completing Progress Reports?
All instructors are encouraged to complete progress reports each semester for each regular semester undergraduate course section they teach.

Progress Reports Details

- **Week 2: Nanook Navigator Early-Alert Progress Report**
  - Enter additional information in comments for advisors
  - Student feedback emails sent
  - Cases created
  - Follow up: Student contacts instructor and advisor or staff may contact student
  - Note: students added to a course after PR is open will not be in the PR. Issue an alert for late add students.

- **UA Online Midterm Grades** (Early Progress Reports)
  - Instructors are encouraged to submit grades for all students
  - Submit through UAOnline (not Nanook Navigator)
  - Follow up: advisors and support staff pull midterm grades and outreach to students

How Do I Complete a Progress Report?

Watch the recorded demonstration or one page quick guide.

You will receive emails with a report link or log into professor home.

By clicking on the “Begin Entering Student Feedback” link within this email you will be taken a single-sign-on screen. Your username and password are the same as your UAOnline credentials. The link connects you to a web page that displays your course(s) and roster(s).

You will be asked to report on your feedback. Only those students for whom you want to provide feedback on need to be marked (Yes). You can choose 1+ alert reasons that represent your feedback. Choose “Yes” for concern and “No” for “Kudos:...”.

Concern Example: If, the student has poor attendance and failure to turn in coursework then choose both reasons.

Provide additional context: comments are intended for advisors to review.

Need assistance? See “Instructors” at https://uaf.edu/gs/nanooknavigator/ or contact uaf-nanooknavigator@alaska.edu.
Instructor Progress Reports

Completing Progress Reports, continued

Click the Submit button at the bottom of the screen. Click the second button If you have checked all of your students for feedback and do not need to come back (I'm all done). *Reminder emails are sent until you click submit (I'm all done). You will not be able to re-open the PR once you click submit (I'm all done).

Choose the first button if you need to save your progress and come back (but I'm not done).

Once you click submit, the students marked may receive an automated email from the student success coordinator.

Here are a few resources for managing the at-risk student conversations:

- Access your Nanook Navigator profile
- How to view the alerts you have issued (page 2)
- Report on an appointment & use the “Progress Report Concern Support” service
- Deadline to withdraw
- Forms for students
- Academic advisors
- Financial aid

We recommend completing a report on appointment. By reporting on an appointment, advisors are able to see that they met with their instructor. Use the “Progress Report Concern or Alert Intervention Support” service and the course when reporting. You can complete a report on an appointment even if the outreach from the student was just a phone call, text, or email communication.

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**Frequently Asked Questions (FAQs)**

**What can be done if I issued a progress report for the wrong student?**
- Contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414. Please provide the student's ID and the course number and name.

**Can progress reports be reopened after click “I'm all done”?**
- No, but you are able to issue an alert for the student of concern.

**Do I need to issue an alert and submit a Progress report at the same time?**
- No.

**Where can I find my completed progress reports and issued alert?**
- Issued alerts show on the Professor Home in the My Issued Alerts section (bottom of professor home page). This allows instructors to see alerts they have issued, including links to any associated Progress Reports. See page 2 on the alerts how-to.

**Student is missing from my progress report, will they be added to the PR?**
- If the student added the course after the progress report opened then they will not be in the progress report roster. You are able to issue an alert if you have a concern for the student’s progress.
- If there are extra students or the student was in the course when the progress report opened then contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414.

**Do I need to reach out to my student before submitting a progress report of concern?**
- Yes, reach out anytime you have a concern for a student. This is not a substitute for instructors directly reaching out to their students, it is designed to ensure advisors have comprehensive information about their advisees so advisors can effectively provide resources and options.

**I teach a late-start course should I submit a progress report even though the course has not started?**
- Late-start course instructors are encouraged to issue an alert for the student/s of concern.

**It is too early in the course to complete a progress report, what should I do?**
- Instructors are encouraged to issue an alert for the student/s of concern between progress report campaigns.

**Do adjunct or graduate students teaching submit progress reports?**
- Yes, all instructors teaching regular undergraduate courses should complete progress reports and issue alerts as needed.

**I do not have professor home role, how do I get access?**
- Please complete the Role and Permission Request Form. If this is urgent contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414.

**What if I am the student’s instructor and advisor; do I need to submit a Progress Report?**
- Yes, this data is collected and provided to all of the student’s care team members.

*Need assistance? See “Instructors” at [https://uaf.edu/gs/nanooknavigator/](https://uaf.edu/gs/nanooknavigator/) or contact uaf-nanooknavigator@alaska.edu.*
When the student is...

- Not responding to outreach
- Not engaging
- In danger of failing the course
- Failing to turn in coursework
- In need of immediate support services, or course change
- Displaying other concerns for Student Success Team to be aware of

Submit “Yes” on progress reports

- Added course late & needs to catch up
- Not logging into online course or not attending class
- Displaying performance concerns
- Displaying financial concerns

Submit “No” on progress reports

- Kudos: Keep up the hard work
- Kudos: You’re Demonstrating Exceptional Course Performance
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<td>Lack of engagement (discussions/activities) is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert.</td>
<td>Concern for level of engagement in class</td>
<td>Student receives email, <strong>advisor notified</strong> to follow up with student</td>
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<td>Concerns related to finances.</td>
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<td>Online Course: Student has not logged in and you are not aware the student is dropping or withdrawing from the course.</td>
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<td>Student receives email with alert reason</td>
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<td>Other concerns related to financial aid, technology, connectivity, or other. <em>Do not disclose diagnostic information that may violate HIPAA.</em></td>
<td>Other (please describe)</td>
<td><strong>CSRR notified</strong> or <strong>advisor notified</strong> to follow up with student</td>
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<td>Concerning performance on 2+ significant assignments or negatively impacting their grade in the course.</td>
<td>Performance Concern on Test/Quizzes/Assign./Discussions</td>
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<td>Student could benefit from tutoring or student services to assist with prerequisite knowledge, course assignments, or other academic areas.</td>
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<td>Encouragement for the student to keep up the great performance. (“No” on progress report then choose “alert reason”)</td>
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Instructor Identifies:
Academic or Non-academic Student Concern(s) or Barrier(s)

Instructor Completes:
Progress Report or Issue an alert

Cases created for concerns/barriers & recorded on student profile (staff/professor view)
*cases for only high level concerns/barriers during progress report timeline(s)
*cases for all concerns/barriers after progress report timeline

Cases assigned to advisors & staff for outreach, collaboration, and student support

- Holly McDonald, Jessica Skipper
- Staff advisors, faculty advisors assigned in SGAADVR (Banner)
- Student support staff, dual enrollment coordinators, eCampus advisors, UAA/UAS advisors
- Tutoring Services
- Center for Student Rights & Responsibilities
- Financial Aid Counselors (financial concerns)