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 about attendance, engagement, and/or academic performance at key points during the term. At-risk progress reports trigger an email to students (see page 5 for more details).

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 Timeline & Details

- **Week 2: Nanook Navigator Early-Alert Progress Report**
  - Grades entered are optional and do not go on Banner record
  - Student notice: automatic email if marked at-risk
  - Follow up: Student contacts instructor and advisor may contact student
  - Open Date: 09/02. Close Date: 09/10.
  - Note: students added to a course after PR is open will not be in the PR. Issue an alert for the students who added the course late.

- **Week 8: Nanook Navigator Progress Report**
  - Grades entered are optional and do not go on Banner record
  - Student notice: see chart below (page 5)
  - Follow up: Student contacts instructor and advisor may contact student
  - Open Date: 10/19. Close Date: 10/26.

- **September 24-October 5: UA Online Early progress reports due**
  - Instructors are encouraged to submit grades for all students
  - Submit through UAOntline (not Nanook Navigator)
  - Only grades entered into UAOntline are provided to the students and recorded in Banner.

How Do I Complete a Progress Report?

- **Watch the recorded progress report demonstration here.**

You will receive two emails during the semester with a PR link.

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 UAOntline/Blackboard 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 concerns. **Only those students for whom you are concerned about need to be marked (Yes). See page 5 for more details.** You can choose 1+ alert reasons that represent your concerns.

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

You are welcome to provide optional information as well and share any additional context. The comments are intended for advisors to review. **Grades entered are optional,** but utilized by several units. The grades do not go on the student’s Banner record, these are intended to be for early intervention.

Need assistance? See “Instructors” at [https://uaf.edu/gs/nanooknavigator/](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 at-risk students 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 at-risk will receive an automated email from the student success coordinator. Students marked as not at-risk do not receive an email.

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 “At-risk Progress report or Alert Intervention Support” service
- Deadline to withdraw
- Forms for students
- Academic advisors

We recommend completing a report on appointment when you meet with any students that were marked as at-risk. By reporting on an appointment, advisors are able to see that the student did reach out to the instructor as prompted to do by the progress report email sent to the at-risk student.

Use the “At-risk Progress report 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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Week 2: Early At-Risk Progress Report Student Email

Dear Student,

You are receiving this message because the instructor of this course has expressed concern about your long-term success over the semester. It’s still early and there is opportunity to address any issues. We strongly encourage you to contact your instructor directly. Find your instructor’s contact information on the syllabus for the course. Send them an email or contact them as indicated on the syllabus. Your teachers want to help you succeed.

An academic advisor may also be contacting you to follow up on these concerns. They, too, are here to help you and troubleshoot issues that may arise. Please feel free to contact an academic advisor if there are issues or concerns you need to discuss.

Link to advisors’ contact information: https://uaf.edu/admitted/advising.php
Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334

UAF Student Success Team is rooting you on!

Week 8: At-Risk Progress Report Student Email (before withdrawal deadline)

Dear Student,

You are receiving this message because the instructor of this course has expressed concern about your success over the semester. Now is the opportunity to address any recent concerns or issues before the withdrawal deadline. We strongly encourage you to contact your instructor based on their preferred method provided in the syllabus. Your instructors want to help you succeed.

An academic advisor may also be contacting you to follow up on these concerns. They, too, are here to help you and troubleshoot any issues that may arise. Please feel free to contact an academic advisor if there are issues or concerns you need to discuss.

Recommendation: If you plan on withdrawing from a course this could impact your financial aid, please contact financial aid. https://www.uaf.edu/finaid/contact.php

Link to advisors’ contact information: https://uaf.edu/admitted/advising.php
Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334

UAF Student Success Team is rooting you on!

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Frequently Asked Questions (FAQs)

What can be done if I issued an at-risk progress report for the wrong student?
- Contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414. Please provide the students 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. Note: the student will not receive an email.

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 an at-risk progress report?
- 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 when PRs are not on.

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 is I am the student’s instructor and advisor; do I need to submit an at-risk 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/ or contact uaf-nanooknavigator@alaska.edu.
### Late Progress Reports - Alert Reason Key

<table>
<thead>
<tr>
<th>When to issue a <strong>progress report</strong></th>
<th>Alert Reason</th>
<th>Automated Items for PRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>If student is in danger of failing for any reason (attendance, coursework, assignments, engagement, performance).</td>
<td>In danger of failing</td>
<td>Student receives email with alert reason, advisor notified to follow up with student</td>
</tr>
<tr>
<td>Concerns related to health, finances, housing, disability, work, or other. <em>Do not disclose diagnostic information that may violate HIPPA.</em></td>
<td>Concerns (non-academic, please describe)</td>
<td>No student email, CSRR notified to follow up with student</td>
</tr>
<tr>
<td>Student is not responding to instructor’s outreach (text, email, call, or in-person) and you are concerned about their progress, performance, or other concern in this course.</td>
<td>Lack of responsiveness to outreach</td>
<td>No student email, advisor notified to follow up with student</td>
</tr>
<tr>
<td>If student is failing to turn in significant coursework and this is negatively impacting their grade in the course.</td>
<td>Failure to Turn in Coursework</td>
<td>Student receives email with alert reason</td>
</tr>
<tr>
<td>If student is missing course materials that are required to complete assignments and this is negatively impacting their grade in the course.</td>
<td>Missing Course Materials</td>
<td>Student receives email with alert reason</td>
</tr>
<tr>
<td>Displaying weak prerequisite knowledge on significant assignments that indicates a need for extra tutoring/assistance or is negatively impacting their grade in the course.</td>
<td>Weak prerequisite knowledge</td>
<td>No student email, no advisor notification, data recorded for monitoring</td>
</tr>
<tr>
<td>Online Course: Student has not logged in and you are not aware the student is dropping or withdrawing from the course.</td>
<td>Online Course: Student has not logged in</td>
<td>No student email, no advisor notification, data recorded for monitoring</td>
</tr>
<tr>
<td>Online Course: Student has not submitted the 1st assignment and you are not aware the student is dropping or withdrawing from the course.</td>
<td>Online Course: Student has not turned in the first assignment</td>
<td>No student email, no advisor notification, data recorded for monitoring</td>
</tr>
<tr>
<td>Other concerns related to financial aid, technology, connectivity, or other. <em>Do not disclose diagnostic information that may violate HIPPA.</em></td>
<td>Other (please describe)</td>
<td>Student receives email, advisor notified to follow up with student</td>
</tr>
<tr>
<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>Lack of engagement in class</td>
<td>Student receives email with alert reason, advisor notified to follow up with student</td>
</tr>
<tr>
<td>If the student has missed 3+ classes without communication with instructor. Poor attendance is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert.</td>
<td>Poor Attendance</td>
<td>Student receives email with alert reason, advisor notified to follow up with student</td>
</tr>
<tr>
<td>Concerning performance on 2+ significant assignments or negatively impacting their grade in the course.</td>
<td>Performance Concern on Test/Quizzes/Assignments/Discussions</td>
<td>Student receives email with alert reason</td>
</tr>
</tbody>
</table>

Late progress reports are open: 10/19/20-10/26/20