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 so they can make informed decisions in accordance with academic dates and deadlines.

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
Up to two progress reports will be administered Fall 2020 term in the following sequence.

- **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: 09/07.

- **Week 8: Nanook Navigator 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: 10/21. Close Date: 10/26.

- **October 5: UA Online Early progress reports due**
  - Instructors are encouraged to submit for all students
  - Submit through UAOnline and not Nanook Navigator
  - Only grades entered into UAOnline 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 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 UAOnline and Blackboard credentials. The link connects you to a web page that displays your course(s) and the class roster(s).

You will be asked to report on your concerns. Only those students for whom you are concerned about their performance in the course need to be marked (Yes). You can choose one or more 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 and 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/ or contact uaf-nanooknavigator@alaska.edu.
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!

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Week 8: At-Risk Progress Report Student Email

TBD