Instructor Early Engagement/ 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.

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. Reports <u>are not intended as a substitute for instructors directly reaching out</u> to their students; rather, they are designed to ensure advisors have comprehensive information about their advisees and can more effectively provide resources and options.

## Progress Reports Details

- **Week 2: [Nanook Navigator](#) Early Engagement Report (No grade)**
  - Alerting to engagement behaviors that negatively impact success
  - Select your **primary** (1) concern/feedback
  - Enter additional information in comments for advisors
  - Student feedback emails sent
  - [Cases created](#) (pgs. 7-18)
  - 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.

- **UAOnline Midterm Grades**
  - Instructors are encouraged to submit midterm 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](#).
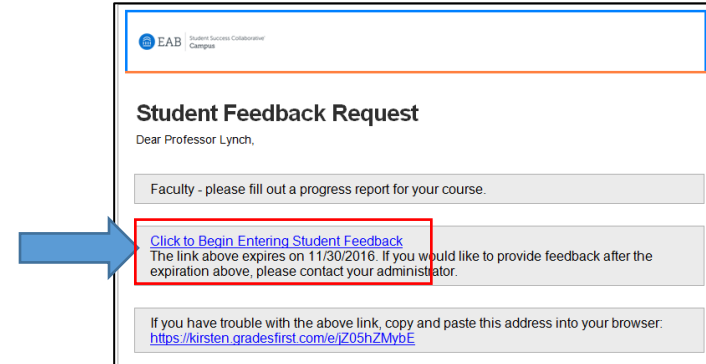
By **clicking on the "Begin Entering Student Feedback" link** within this email you will be taken a single-sign-on screen. Your username and password are the same as your UAOnline credentials. The link connects you to a web page that displays your course(s) and roster(s).

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. <u>Choose "Yes" for concern and "No" for "Kudos:…".</u>

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**.

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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 <u>do not need to come back</u> (**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 <u>save your progress and come back</u> (**but I'm not done**).

Submit only marked students (save as you go) — Save as you go
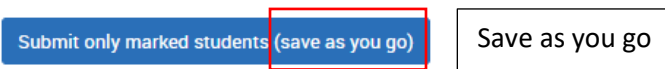
This button will submit students you have marked as bein rest of the students in your classes. Repeat this process u

Submit unmarked students as no feedback (I'm all done) — Done w/PR
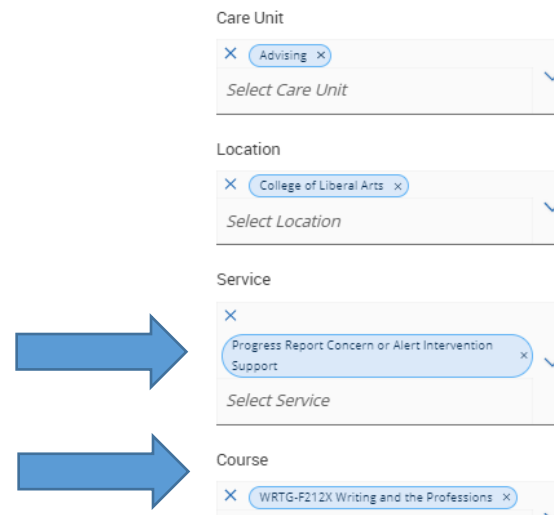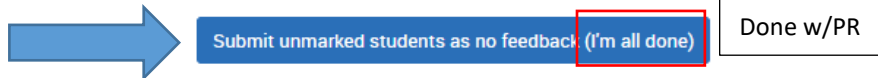
Once you click submit, the **students marked may receive an automated email** from the student success coordinator.

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.

Care Unit
× Advising ×
Select Care Unit

Location
× College of Liberal Arts ×
Select Location

Service
×
Progress Report Concern or Alert Intervention Support ×
Select Service

Course
× WRTG-F212X Writing and the Professions ×

Instructor Early Engagement/ Progress Reports

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 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.

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.

Instructor Early Engagement/ Progress Reports

When the student is…

Not responding to outreach
Not engaging or attending class
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**

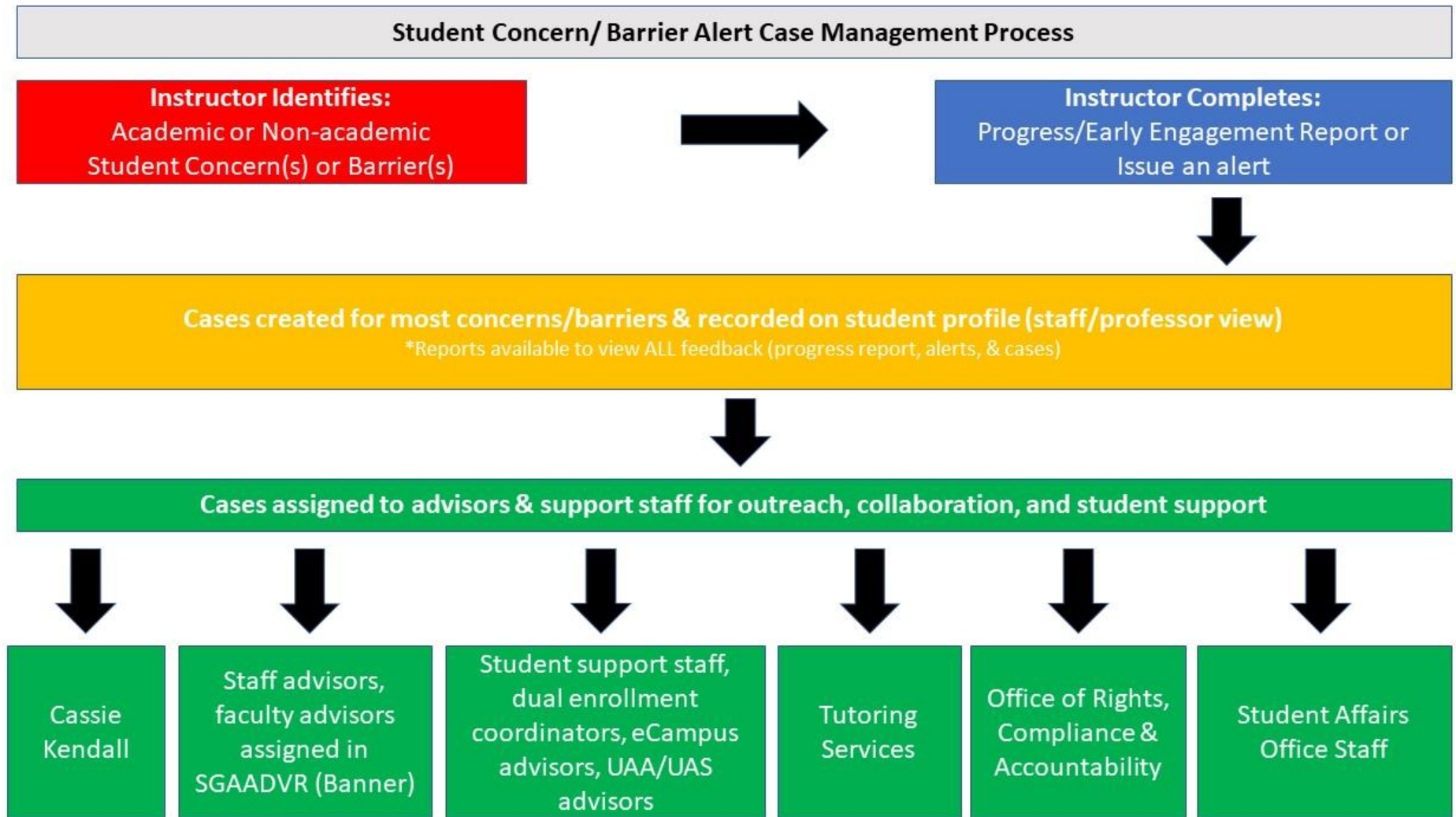| Added course late & needs to catch up |
|---|
| Not logging into online course or not attending class |
| Displaying performance concerns |
| Displaying financial concerns |

Kudos: Keep up the hard work
Kudos: You're Demonstrating Exceptional Course Performance

➡ **Submit "No" on progress reports**

NANOOK NAVIGATOR

Instructor Early Engagement/ Progress Reports

Student Concern/ Barrier Alert Case Management Process

Instructor Identifies:
Academic or Non-academic Student Concern(s) or Barrier(s)

➡️

Instructor Completes:
Progress/Early Engagement Report or Issue an alert

⬇️

Cases created for most concerns/barriers & recorded on student profile (staff/professor view)
*Reports available to view ALL feedback (progress report, alerts, & cases)

⬇️

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

| Cassie Kendall | Staff advisors, faculty advisors assigned in SGAADVR (Banner) | Student support staff, dual enrollment coordinators, eCampus advisors, UAA/UAS advisors | Tutoring Services | Office of Rights, Compliance & Accountability | Student Affairs Office Staff |

Alerts and Case Intervention Key

See this key for more information on
alerts, case intervention, automated items & student emails

NANOOK
NAVIGATOR