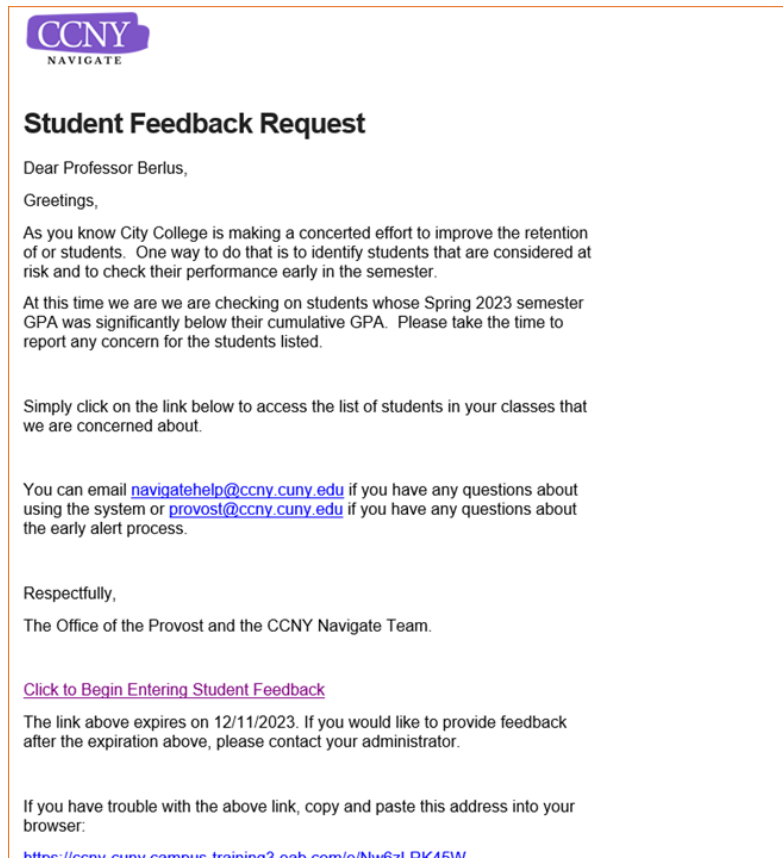



Responding to Progress Report Requests

Intro: Faculty regularly receive requests to fill out Progress Reports. This article explains how to respond to a Progress Report Campaign request and how to fill out an ad-hoc Progress Report. It is mostly for **faculty**.

How to Respond to Progress Report Requests

Faculty will receive an email request to submit Progress Reports. The email has a link to the **Progress Report Feedback form**.

A screenshot of an email from CCNY NAVIGATE. The email is titled "Student Feedback Request" and is addressed to Professor Berlus. The body of the email explains that the college is making a concerted effort to improve student retention and is checking on students whose Spring 2023 semester GPA was significantly below their cumulative GPA. It asks the professor to report any concerns for the students listed. The email includes a link to access the list of students and provides contact information for the Office of the Provost and the CCNY Navigate Team. The email also includes a link to begin entering student feedback and a note that the link expires on 12/11/2023. If the professor has trouble with the link, a URL is provided: https://ccny.cuny.campus-training3.eab.com/e/Nw6zLRK45W.

**Student Feedback Request**

Dear Professor Berlus,

Greetings,

As you know City College is making a concerted effort to improve the retention of or students. One way to do that is to identify students that are considered at risk and to check their performance early in the semester.

At this time we are we are checking on students whose Spring 2023 semester GPA was significantly below their cumulative GPA. Please take the time to report any concern for the students listed.

Simply click on the link below to access the list of students in your classes that we are concerned about.

You can email navigatehelp@ccny.cuny.edu if you have any questions about using the system or provost@ccny.cuny.edu if you have any questions about the early alert process.

Respectfully,

The Office of the Provost and the CCNY Navigate Team.

[Click to Begin Entering Student Feedback](#)

The link above expires on 12/11/2023. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

<https://ccny.cuny.campus-training3.eab.com/e/Nw6zLRK45W>

If the faculty member teaches multiple courses and/or sections, these all appear on one page through the email link.

An example of what a feedback form looks like is shown below.

Student Feedback

 **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor Berlus:

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

PSY-24700-F1-LEC Social Psychology

Student Name	Is the student at-risk for failing this course at this time?	Feedback (You must choose at least one if you indicated that the student is at-risk for failing this course.)	How Many Absences? (optional)	Current Grade (optional)	Comments (intended for advisors, not students)
1 De La Cruz, Kenneth Student ID: 2426704	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Dial, Mia Student ID: 24278004	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Dunn, Josiah Student ID: 23946350	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Dugan, Janet Student ID: 23873102	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Elmazy, Musa Student ID: 24215076	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Givens, Kenya Student ID: 23887522	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Okoh, John Student ID: 23961309	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Pena, Arling Student ID: 24132797	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Santos, Britney Student ID: 24164915	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 Singh, Arani Student ID: 24275279	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 Sullivan, Rebecca Student ID: 24182232	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Sylla, Nana Student ID: 23826598	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
13 Yang, Heather Student ID: 24261317	<input type="radio"/> Yes <input type="radio"/> No	Notification Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>

Is this student at-risk for failing this course at this time?

Use this field to indicate if you have a concern about this student that you would like to alert the student's advisor and/or the student about.

Feedback (Notification Reasons)

This field can be used if the "at-risk for failing" field is marked or no to provide the student feedback and alert the advising community of your concern. If the faculty member says indicated yes in the "at-risk column", then they must give an alert reason.

How Many Absences (Optional)

The number of absences this student has accumulated by the date of the Progress Report.

Current Grade (Optional)

Comments:

NOTE: Any information entered in this field will be available to other faculty and staff users of CCNY Navigate. The student DOES NOT have access to these comments. Enter a narrative regarding how this student is progressing in the course. As with any narrative comment, the more complete the better.

Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button** if you need to return to fill out more progress reports later OR click **Submit unmarked students as not At-Risk (I'm all done) button**. This option gives you the option to only manually mark students who are at risk and automatically mark everyone else not at risk when you click this button.

Note. **Submit unmarked students as not At-Risk (I'm all done)** is also the button you select when you are done filling out Progress Reports, even if you have marked every student individually.