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.

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

**Professor Name:**
You have been asked to complete reports for students in the following classes. Evaluate student based on your best knowledge of their performance thus far in the term.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Is this student at-risk for failing this course at this time?</th>
<th>Feedback (Notification Reasons)</th>
<th>How Many Absences (Optional)</th>
<th>Current Grade (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student A</td>
<td>Yes</td>
<td>Notification Reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student B</td>
<td>Yes</td>
<td>Notification Reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student C</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student D</td>
<td>Yes</td>
<td>Notification Reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student E</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.