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.

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 is not to provide the student feedback and alert the advising community of your concern. If the faculty member indicated Yes in the "at-risk column", then they must give a notification reason. NOTE: **Please only use the Notification Reasons that start with *PRC**. These are designed specifically for progress report campaigns.

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 the Comments 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, to better equip other faculty and staff users with an understanding of how to assist.

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.