

## Creating Ad-Hoc Progress Reports in CCNY Navigate

The most common way for faculty to submit Progress Reports is through a progress report campaign. However, CCNY faculty members can submit a Progress Report at any time, even without prompting through a progress report campaign. We call these ad-hoc progress reports.

Ad-hoc Progress Reports let faculty raise a concern about a student who needs assistance or a student who is may be about to leave the College through the use of “Notification Reasons.” The workflow for each Notification Reason is designed to get the student the help they need. These workflows can be found [HERE](#).

To create a progress report for a student:

- Go to your Professor Home Page.
  - If you find yourself on a page titled “Staff Home” simply click the triangle next to the title and then select “Professor Home” on the drop-down menu that appears.

**Professor Home** ▾

**Courses**

Term: All Terms ▾

COURSE NAME	TIME	ROOM	
(3DS-3150) WHEEL THROWING I	TR 8.00am - 10.50am ET	ARTS-368	<a href="#">Progress Reports</a>

**Students In My Courses**

Term: Summer I 2023 (Default...) ▾

**Actions** ▾

<input type="checkbox"/>	INDEX	STUDENT NAME	CATEGORY	COURSE(S)	AT RISK?

**EAB**

**Actions**

I want to...

- [Issue an Alert](#)
- [Upload Profile Picture](#)

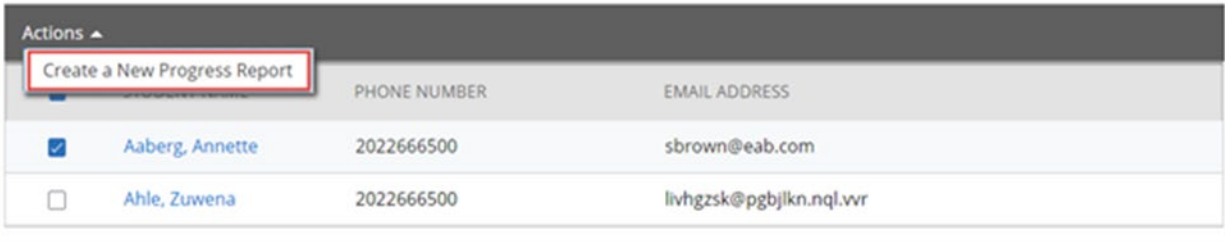
**Quick Links**

Take me to...

- [Schedule a General Event](#)
- [Manage Assignments](#)
- [Important Information](#)
- [Download Center for Reports](#)

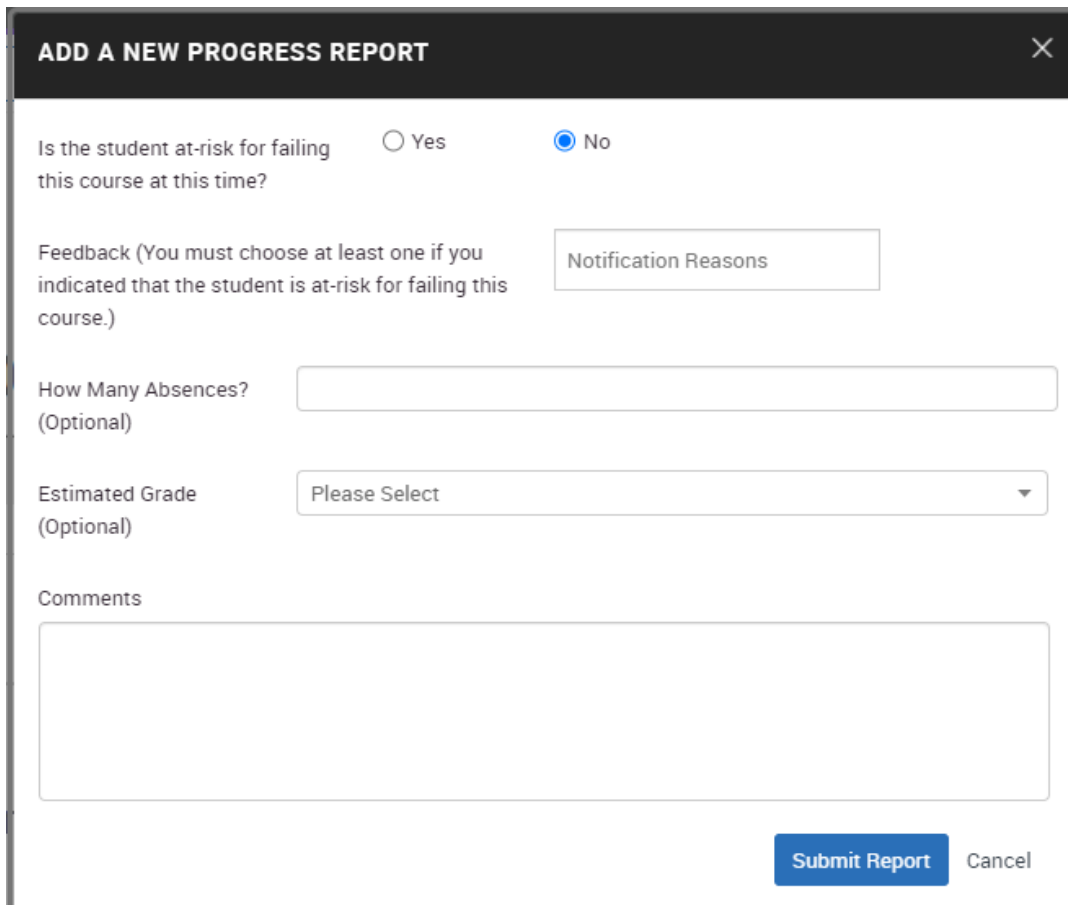
- On the **Progress Reports** page, select the student for whom you would like to submit a report, and click **Actions** and then **Create a New Progress Report**. **NOTE:** If you select more than one student, identical progress reports will be created for each student, this includes your comments. If you would like to differentiate your comments for each student, select one student at a time.

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.



Actions ▾			
	PHONE NUMBER	EMAIL ADDRESS	
<input checked="" type="checkbox"/>	Aaberg, Annette	2022666500	sbrown@eab.com
<input type="checkbox"/>	Ahle, Zuwena	2022666500	livhgzsk@pgbjkn.nql.vvr

4. Within the **Add a New Progress Report** dialog box, enter the information regarding the student.



**ADD A NEW PROGRESS REPORT** [X]

Is the student at-risk for failing this course at this time?  Yes  No

Feedback (You must choose at least one if you indicated that the student is at-risk for failing this course.)

How Many Absences? (Optional)

Estimated Grade (Optional)

Comments

- **At-Risk to Fail Your Class?** Use this field to indicate whether this student is currently at-risk to fail your class.

- **Notification Reasons:** Select a reason you are issuing the Notification. This is required if the student is at risk of failing your class and optional otherwise. The reason can also be positive.
  - **Absences (Optional):** The number of absences this student has accumulated thus far.
  - **Estimated Grade (Optional):** The grade the student is likely to earn in this course.
  - **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.
5. Click **Submit Report**. This creates an individual Progress Report for the students chosen.