

Navigate Class Progress Report How-To Guide for Faculty

EAB Navigate Tutorial

Progress Reports

Progress Reports are an important tool in SAIC's academic support for students. The primary purpose of a Progress Report is to initiate further dialogue between the student and faculty member regarding concerns about a student's progress in their course. The secondary purpose of Progress Reports is to make Academic Advising aware of faculty concerns: Academic Advisors review Progress Reports and reach out appropriately to students when a message (or combination of messages) indicates concern.

Step 1: Log into EAB Navigate via <https://saic.campus.eab.com/>.



Enter your username and password

A service has requested you to authenticate yourself. Please enter your username and password in the form below.

Username

Password

Login

I've forgotten my password

Please try the 'Forgotten Password' link in [account self-service](#).

Still need help?

Students, faculty and school staff, contact the [CRIT Help Desk](#) at (312) 345-3535.
Museum and admin staff, contact the [TSS Help Desk](#) at (312) 499-4000.

Protect your passwords and personal information

Be aware of phishing scams!

Never transmit usernames, passwords, birthdates, account numbers, social security numbers or other sensitive information through email.

Never respond to a request for you to do so regardless of how official the request appears.

No legitimate request will ask you to send such information via email.

Please forward all such requests to infosec@artic.edu for investigation.

For additional information regarding this and related topics please read this [infosec page](#).

Step 2: On your “Professor Home” page, click “Progress Reports” next to the desired course name.



Professor Home

Courses

Term: Spring 2025 (Default T... ▼)

COURSE NAME	DAYS/TIMES	
(CAPSTONE-4900) Senior Capstone	01/23/2025 - 05/11/2025 R 9:00am - 3:00pm CT MacLean B1-B1-04	Progress Reports
(SCULP-3115) Foundry: Industrial Morphologies	01/23/2025 - 05/11/2025 W 9:00am - 3:00pm CT 280-030	Progress Reports

If you do not see professor home and instead it says “Student Home”, you’ll need to click the arrow next to student home, then “Professor Home” in the drop down menu.

 Navigate360 | STUDENT SUCCESS





Student Home

Courses Reports Calendar

Courses

Term: Fall 2025 (Default Ter... ▼)

Actions ▼

☐	COURSE	PROFESSOR
This student is not enrolled in any classes in the current term.		

Student Home

[Professor Home](#) s Calendar List of C

Step 3: Use the checkboxes to select the student you would like to report on.

Progress Reports for CAPSTONE-4900(Senior Capstone)

STUDENT NAME	AT-RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
There are no progress reports for CAPSTONE-4900-1140.						

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 ▾			
☐	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
☐	[REDACTED]	[REDACTED]	[REDACTED]
☐	[REDACTED]	[REDACTED]	[REDACTED]
☐	[REDACTED]	[REDACTED]	[REDACTED]
☐	[REDACTED]		[REDACTED]
☐	[REDACTED]		[REDACTED]
☐	[REDACTED]		[REDACTED]

Step 4: After checking the student(s) you wish to report on, click “Actions” then “Create A New Progress Report.”

Progress Reports for CAPSTONE-4900(Senior Capstone)

STUDENT NAME	AT-RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
There are no progress reports for CAPSTONE-4900-1140.						

Use The Che
Progress Re

Actions ▾

☐

STUDENT

☐

[REDACTED]

☐

[REDACTED]

☐

[REDACTED]

☐

[REDACTED]

☐

[REDACTED]

☐

[REDACTED]

Actions ▲

Create a New Progress Report

STUDENT NAME

Click "Create A New
Progress Report."

Step 5: The Progress Report window will pop open. Complete the five prompts.

ADD A NEW PROGRESS REPORT

X

Hello, I am concerned about your progress in my class. Below are the details of my concern. Please respond directly to me to address these concerns. (Faculty Instruction: Please select "Yes" to generate this progress report and be sent to your student.)

The reason for my concern is your... (Faculty Instruction: Please only select ONE of the three options in the drop down menu. If you select more than one, it will create duplicate progress reports.)

Alert Reasons

Currently, you have missed the following amount of class time.

Your current progress in my class is... (Faculty Instruction: Please select ONE on the drop down menu.)

Please Select

Please review the detailed reasons I am concerned about your progress in my course: (Faculty Instruction: Please specify your reasons and provide any referrals you would like to make if any, such as DLRC, Writing Center, etc.)

Yes

No

Submit Report

Cancel

Take note to only select one reason. Selecting multiple will open up multiple progress reports.

Take note that this message is sent to students and should be addressed as such.

Step 6: When done, click submit report.

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☐ Yes ☒ No

The reason for my concern is your... (Faculty Instruction: Please only select ONE of the three options in the drop down menu. If you select more than one, it will create duplicate progress reports.)

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Submit Report Cancel

For plagiarism/academic misconduct concerns, please follow the steps outlined in the Student Handbook for the Academic Misconduct policy (please do not submit a Progress Report).

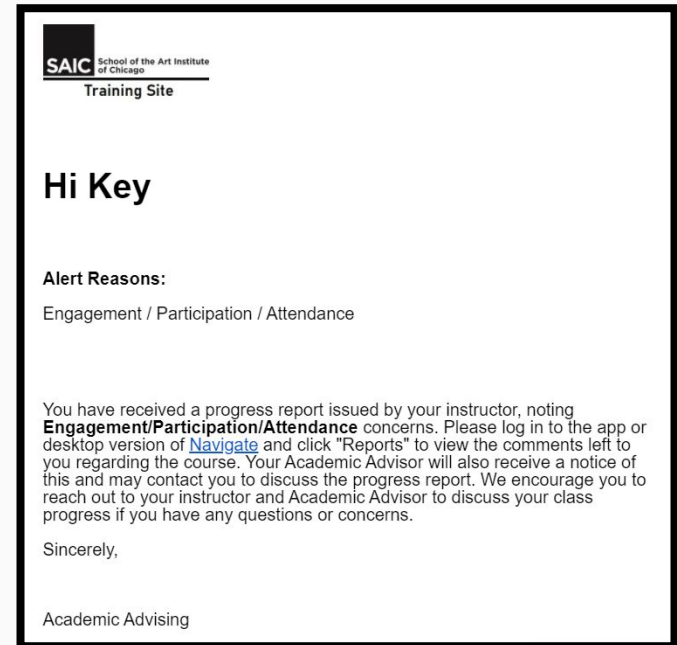
The Life of a Progress Report

1. Faculty submits Progress Report alert via Navigate.
2. Student receives an email notification that shows the Progress Report alert reason.
3. Student logs into Navigate app to view their instructor's comments.
4. Academic Advising reviews the Progress Report and takes action as appropriate which may include connecting to additional staff in the Office of Student Affairs who are working with an individual student.
5. After review and appropriate action (outreach, etc.), advising notifies the faculty member that the progress report has been closed with a closure reason.

NOTE: Closing a report does not necessarily mean that the issue is fully resolved. See report closure reason chart on [slide 15](#).

Students receive email and are prompted to view in Navigate app

Students will receive an email that displays the alert reason their instructor chose, and will be prompted to log in to their Navigate Student app to review any additional comments. The email students receive comes through Navigate and faculty do not receive a copy of this email. Here is an example of the email students receive when a Progress Report is issued:



Advisors review Progress Reports in Navigate and outreach as appropriate

For all Progress Reports submitted, except ones indicating referrals only (entering a Primary Concern is not required if you only intend to make referrals for a student), Academic Advising staff will monitor their assigned students. Advising staff will reach out to students as appropriate and document their work within Navigate. Faculty cannot see this information, but it is recorded to assist other advisors and staff who may be working with a student.

Advisors close the Progress Report and faculty receive notification of closure

Once advising staff has reviewed the report and taken the appropriate steps, staff will 'close' the progress report. Faculty will receive an email that includes the report closure reason.

* See a list of the closure reasons, or outcomes, with a more detailed explanation of what each option means on the following slide.

Progress Report Reviewed

Thank you for submitting a Progress Report for the student noted below. You are receiving this email as Academic Advising has reviewed the Progress Report and outreached to the student as needed with appropriate resources.

You can reference the [Report Closure Reasons and Explanations](#) chart (on page 8 of the Progress Report How To Guide) for more information about the outreach outcomes.

If you have any questions, please do not hesitate to reach out to Academic Advising at 312-629-6800 or studenthelp@saic.edu.

Student

[REDACTED]

Alert Reasons

1-Engagement / Attendance

Alert Issued on

October 23

Case Outcome

Advisor outreached, student didn't engage, W info sent

Closed by

[REDACTED]

Closed on Date

October 23

Report Closure Reason/Outcome	Report Closure Definition
Duplicate Reports	Faculty member submitted a duplicate Progress Report. Staff will close duplicate(s) and keep one open.
Term ended	Progress Report was open past the duration of the course.
Student no longer enrolled in course	Student dropped or withdrew from the course after the alert was submitted.
Advisor has engaged in outreach, student did not respond	Advisor outreached the student and did not respond. Students do not always respond to an advisor's outreach regarding a Progress Report. Oftentimes, students simply work things out with the faculty member or choose not to engage with SAIC resources. Should a faculty member remain concerned about the student, they should submit additional progress reports as needed or contact the assigned Advisor directly.
Student informed Advisor of plans to connect to faculty	Advisor connected with the student to discuss the Progress Report, and the student informed the Advisor they plan to connect with their instructor in follow up.
Student responded, shared a plan to address course concerns	Advisor connected with the student to discuss the Progress Report, and the student informed the Advisor they understand what they need to do to get back on track, and plan to do so.
Student responded, given help in connecting to resources	Advisor connected with the student and the Advisor made referrals to relevant campus resources.
Student in touch with staff and will work with them ongoing	The student is actively working with a staff member within Student Affairs and Advising. This may mean that the student is managing significant challenges and ongoing work and communication is in progress. If there are immediate concerns to address in regards to the course, please contact the Advisor directly.
Advisor reviewed, will continue to monitor student progress	The Advisor reviewed the details of the Progress Report and will monitor the student's progress for any continued concerns. Should a faculty member have continued concerns about the student, they should submit additional progress reports as needed.
Advisor provided information about withdrawal deadline	The Advisor notified the student of the withdrawal deadline and procedure given their inability to receive credit.
Student aware unable to earn CR, plans to continue in course	The Advisor connected with the student who is aware they are not able to receive credit. The student plans to stay enrolled in the class (perhaps they are an international student and can't go below full time, it is past the withdrawal deadline, or they want to participate in the remainder of the class).