

Navigate Class Progress Report How-To Guide for Faculty

EAB Navigate Tutorial

Class Progress Reports

Class Progress Reports are an important tool in SAIC's academic support for students. The primary purpose of a Class 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 Class 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.

Restructuring - As of Fall 2026

About The Restructuring

Academic Advising has restructured our Class Progress Report process in an effort to:

- Provide more clear and accessible communication with students about the concerns coming from their faculty
- Specify the types of concerns faculty have for students through new alert reasons

This is in an effort to provide students with the information and tools they need to make the changes necessary to meet their course expectations. This document will cover the parts of the process that affect faculty directly.

When to Submit a Class Progress Report

When to Submit a Class Progress Report

A class progress report is a communication tool between the faculty member and the student. An Academic Advisor will be reviewing the class progress reports and acting as an additional support for the student, but this is a **NOT** a report to the Academic Advisor about the student.

A faculty member should submit a class progress report when they have a concern about a student's progress in class that they wish to communicate to the student. Examples of situations where a faculty member would submit a class progress report:

- A faculty member notices a pattern of absences and the student is approaching the course absence limit. The faculty member would submit a class progress report to warn the student that they are approaching the absence limit so that the student can make changes to their behavior.
- A student is missing assignments and the faculty member would like to highlight this to the student. The faculty member would submit a class progress report to warn the student that they are missing assignments so that the student can make changes to their behavior.
- A student is struggling in class and the faculty member would like to refer them to meet with the writing center. The faculty member would submit a class progress report to warn the student of these concerns so that they may reach out to the appropriate departments.

When a Class Progress Report is not the right avenue

There are other times a Faculty member may be concerned about a student, but a class progress report is not the right report to submit.

- You are concerned about the student's immediate safety = Dean on Call
- You are mildly concerned and think the student could benefit from a check in from our Director of Student Support in the next few days = Student Support Team Referral Form
- You believe there has been a violation of our Academic Conduct Policy = Academic Misconduct

How to Submit a Class Progress Report

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.



 Navigate360 | STUDENT SUCCESS



Professor Home

Courses

Term:

Fall 2026 (Default Term) ▾

COURSE NAME	DAYS/TIMES	
[REDACTED]	Begins on 08/24/2026 08/24/2026 - 12/14/2026 [REDACTED] [REDACTED]	Progress Reports
[REDACTED]	Begins on 08/24/2026 08/24/2026 - 12/14/2026 [REDACTED] [REDACTED]	Progress Reports
[REDACTED]		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.

The screenshot displays the Navigate360 Student Success interface. At the top, the header includes the Navigate360 logo, the text "STUDENT SUCCESS", and icons for email and a document. On the left sidebar, there are icons for home, email, and a calendar. The main content area is titled "Student Home" with a dropdown arrow. Below this, there are tabs for "Courses", "Reports", and "Calendar". The "Courses" tab is active, showing a "Term:" dropdown set to "Fall 2025 (Default Ter...)". Below the term dropdown is an "Actions" dropdown. A red circle highlights the dropdown arrow next to "Student Home", and a red arrow points from it to a blue-bordered box. Inside this box, the "Student Home" title is shown with an upward arrow, and below it, the "Professor Home" link is highlighted with a red circle. The interface also shows a table with columns for "COURSE" and "PROFES", and a message at the bottom stating "This student is not enrolled in any classes in the current term."

Navigate360 | STUDENT SUCCESS

Student Home ▼

Courses Reports Calendar

Courses

Term: Fall 2025 (Default Ter... ▼)

Actions ▼

Professor Home

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

Step 3: Use the checkboxes to select the student(s) 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 Check
Progress Re

Actions ▾

Actions ▲

Create a New Progress Report

Click "Create A New
Progress Report.

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

Take note to only select one reason. Selecting multiple will open up multiple progress reports. Select the most severe / relevant. You can include information about your other concerns in the comment section.

ADD A NEW PROGRESS REPORT ✕

Do you have concerns about this student? Select "Yes" to this question. ☒ Yes ☐ No

Select ONE option as the reason for your concern. If this is for an Academic Misconduct concern, please refer to the Student Handbook for the reporting process. Class Progress Reports are not to be used for Academic Misconduct concerns.

Alert Reasons

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

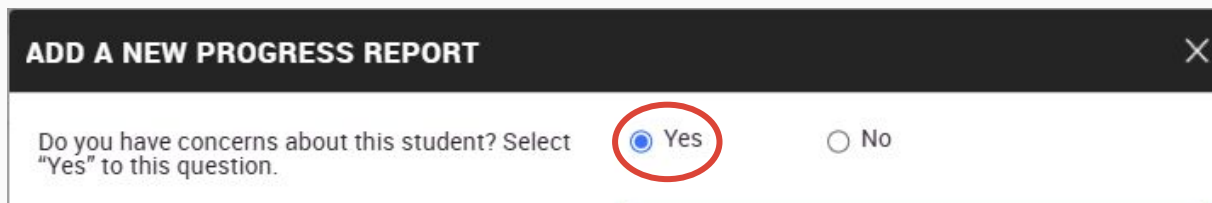
Your current progress in my class is... (Faculty Instruction: Please select ONE on the drop down menu.)

Please 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.)

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

Question 1: “Do you have concerns about this student? Select “yes” to this question”

This response is **NOT** shared with the student



ADD A NEW PROGRESS REPORT

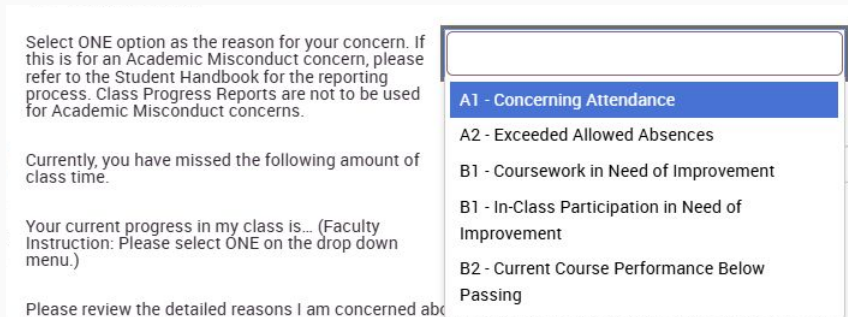
Do you have concerns about this student? Select “Yes” to this question.

☒ Yes ☐ No

This was simplified for clarity and better guidance for faculty to be directed to **answer yes to this question**. This is important due to the way Navigate functions behind the scenes. When faculty selects “yes” to this question, Navigate is able to send a detailed email to the student with information regarding their faculty’s concern(s) right in the email, which makes it easier and more likely that the student receives this message. We would like all students to get the most detailed information on their class progress reports and are encouraging faculty to select “yes” for this question. When faculty select “no” we are unable to send the best email possible for our student, and instead only have the function to send a generic email that directs students to see their class progress report in Navigate. Which decreases the likelihood of the student reviewing the message.

Question 2: “Select ONE option as the reason for your concern. If this is for an Academic Misconduct concern, please refer to the Student Handbook for the reporting process. Class Progress Reports are not to be used for Academic Misconduct concerns.”

This response **IS** shared with the student



Select ONE option as the reason for your concern. If this is for an Academic Misconduct concern, please refer to the Student Handbook for the reporting process. Class Progress Reports are not to be used for Academic Misconduct concerns.

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 review the detailed reasons I am concerned about

- A1 - Concerning Attendance
- A2 - Exceeded Allowed Absences
- B1 - Coursework in Need of Improvement
- B1 - In-Class Participation in Need of Improvement
- B2 - Current Course Performance Below Passing

A statement about Academic Misconduct concern was added to this question due to a history of class progress reports being mistakenly used to submit Academic Misconduct concerns. This is not the correct process (especially due to the nature of class progress reports being visible by and sent to the student) and a class progress report should not be used for an Academic Misconduct Concern. Please refer to [Academic Misconduct | School of the Art Institute of Chicago Catalog](#) for the most recent Academic Misconduct process.

We are currently still asking that you open one reason at a time. This is because if you select two alert reasons, Navigate will open two reports for the advisor to manage. Please indicate the most severe or relevant issue and include information **for the student** about the full picture of concerns in the comments section.

What do these New Alert Reasons Mean? And when should I use them?

- **A1 - Concerning Attendance**

This would be used when a student is showing signs of having issues with the attendance policies, but has not yet crossed the threshold of having too many. For example, the attendance policy is 2 absences (with tardies equaling 0.5 absences) and the student has 1 absence and 1 tardies. They have developed a concerning attendance record, but haven't yet had too many per the attendance policy.

- **A2 - Attendance Policy Limit Reached**

This would be used when a student is at or has exceeded the limits of the attendance policy. For example, the attendance policy is 2 absences (with tardies equaling 0.5 absences) and the student has 4 absences. This doesn't necessarily mean that the student cannot receive credit. There is a secondary question about their ability to pass the course.

- **B1 - Coursework in Need of Improvement**

This would be used when a student is showing mild concerns about the completion of their coursework, but are still within the margin of passing.

- **B1 - In-Class Participation in Need of Improvement**

This would be used when a student is showing mild concerns in their in-class participation, but are still within the margin of passing.

- **B2 - Current Course Performance Below Passing**

This would be used when either a student's in-class participation or coursework completion is currently below the required performance level for passing. This doesn't necessarily mean that the student cannot receive credit, just that currently their performance is below passing. There is a secondary question about their ability to pass the course.

What is the A1, B1, B2 at the start of all the alert reasons?

Navigate organizes the alert reasons in alphabetical order. So that we could group the Attendance-based alert reasons and the Performance-based alert reasons together in the list, we used a signifier letter at the start of the alert reason so that Navigate would organize them together. “A” alert reasons are Attendance-based and “B” alert reasons are Performance-based. Then, the number in the beginning signifies the severity of the concern, a “1” indicates a slight concern while a “2” indicates a more serious concern.

A = Attendance-based Alert Reasons

B = Performance-based Alert Reasons

1 = slight concern

2 = more serious concern

Question 3: “Currently you have missed the following amount of class time”

This response **IS** shared with the student

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

We have not changed this question. This is where you'll input the amount of class time that the student has missed.

Question 4: “Your current progress in my class is ... (Faculty Instruction: Please select ONE on the drop down menu.)”

This response **IS** shared with the student

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

Please review the detailed reasons I am concerned about your progress.
Please specify your reasons and provide any referrals to the Learning Resource Center, etc.)

Please Select

On track but I am concerned about your progress

You are at risk of not receiving Credit

You will not receive Credit. Please contact your academic advisor and discuss options.

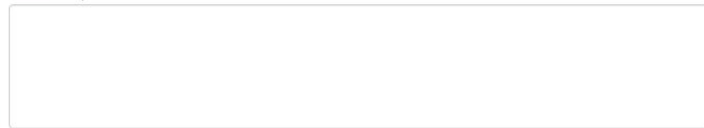
We didn't make any adjustments to this question. This information is shared with the student and lets them know their progress towards receiving credit in the course. It is good to note here that a withdrawal is not an option for all students, and advisors will discuss with the student if they may withdraw from the course. Some examples of when a student cannot withdraw from the course (and again advisors will review this with the student) are:

- The student is international and withdrawing from a course would take them below full-time enrollment.
- The student has just returned from suspension and is in their first semester back. They may not withdraw from their attempted courses for that first semester.
- We are past the withdrawal deadline.

Question 5: “Please review the detailed responses 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.)”

This response **IS** shared with the student - Please be very aware that this statement should be directed to the student. This is essentially an email to the student and should be written as such.

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.)



We didn't make any adjustments to this question.

This is a helpful section for you to explain to the student why you're submitting this class progress report. If this is left blank, the student doesn't always have a great idea of what your concerns are. Be specific and elaborate on what you'd like to see from the student.

This space is to write a message to the **student, NOT** the academic advisor. Class Progress Reports are primarily tools for communication **between the student and faculty**. Advisors will review and step in for additional assistance when needed. The student will be receiving a copy of this statement and should be written directed **towards them, not in third-person**. Don't make it sound like you're talking about the student, because you're sending this to the student!

Example:



DON'T

“They have not been in class and I am worried about them.”



DO

“I haven't seen you in class and I want to know your plan for catching up”

Step 6: When done, click submit report.

ADD A NEW PROGRESS REPORT ✕

Do you have concerns about this student? Select "Yes" to this question. ☒ Yes ☐ No

Select ONE option as the reason for your concern. If this is for an Academic Misconduct concern, please refer to the Student Handbook for the reporting process. Class Progress Reports are not to be used for Academic Misconduct concerns.

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 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.)

Submit Report Cancel

Student View of your Class Progress Report - The Email

EMAIL The student receives an email with the information inputted into the Class Progress Report. This email is sent **from the faculty member who submitted the Class Progress Report**. Students are able to reply directly to the faculty through this email.



From: [Redacted]
To: [Redacted] via Email
Subject: Course Progress Check In Progress
Date: [Redacted]

Sent from the submitting faculty's email

Course Progress Check In Notification

See below for feedback from your instructor and follow up to discuss this directly with your instructor.

To see this and other course progress reports log into [Navigate](#) go to "My Docs" > "Progress Reports".

Class

[Redacted]

Current Absences in this Class

2 of 2 classes

Evaluated By

[Redacted]

Alert Reasons

A2 - Attendance Policy Limit Reached

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.)

Hi [Redacted], I'm reaching out as today is your 2nd absence in [Redacted] and I have not heard from you. Please let me know if you are planning on staying in this course. Add/Drop is Friday, September 4th. If you are planning to stay in the course, please note that more than 2 absences results in No Credit. Reach out to me and your academic advisor.

Special Instructions from School of the Art Institute of Chicago

Hello, You have received a progress report issued by your instructor. Please log in to the following Navigate site at [saic.campus.eab.com](#) and go to "My Docs" > "Progress Reports" to view the comments left to you regarding the course. Your academic advisor will also receive a notice of this and may contact you to discuss the progress report, but you are always encouraged to reach out to your instructor and academic advisor to discuss your class progress.

Student View of your Class Progress Report - The Text

TEXT The student receives a text notification that they have received a class progress report and are prompted to view their Class Progress Report in Navigate. Sent at 9 am the next day. This email is sent **from Academic Advising**.

The text reads "A professor has submitted a class progress report for you recently. Please log into Navigate <https://saic.navigate.eab.com> and click "My Docs" > "Progress Report" to review your professor's comments. We recommend that you speak with your professor directly regarding their feedback."



From: [Academic Advising SAIC](#)

To: [Redacted] via SMS

Date: 08/27/2026 9:32am CT

A professor has submitted a class progress report for you recently. Please log into Navigate <https://saic.navigate.eab.com> and click "My Docs" > "Progress Report" to review your professor's comments. We recommend that you speak with your professor directly regarding their feedback.

Student View of your Class Progress Report - In Navigate

NAVIGATE Once in Navigate, students have this view of the class progress report (and where the information comes from on the faculty submission form).

ADD A NEW PROGRESS REPORT ×

Do you have concerns about this student? Select "Yes" to this question. ☒ Yes ☐ No

Select ONE option as the reason for your concern. If this is for an Academic Misconduct concern, please refer to the Student Handbook for the reporting process. Class Progress Reports are not to be used for Academic Misconduct concerns.

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 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.)

Submit Report Cancel

Progress Report

JO

From: Faculty Name
Jul 29, 2026

☆

Course Title

Hi, your instructor Faculty Name has the following feedback regarding your Course Title class.
If a field says "N/A", this means that your instructor left that field blank.

Alert BOTH 1 & 2 (Engagement and Work Concerns)

Currently, you have missed the following amount of class time. 4

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

You will not receive Credit. Please contact your academic advisor and discuss options.

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.)

The Life of a Class Progress Report

1. Faculty submits a Class Progress Report alert via Navigate.
2. Student receives an email notification that shows the Progress Report alert reason and accompanying information. (See slides regarding the email and text notification for more information)
3. Student receives a text the following day stating that they have a Class Progress Report to review in Navigate.
4. Student logs into the Navigate app or site to view their instructor's comments.
5. Academic Advising reviews the Class 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.
6. After review and appropriate action (outreach, etc.), advising closes the class progress report and the faculty member is notified that the class 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 further in this document.

Advisors review Progress Reports in Navigate and outreach as appropriate

The student's academic advisor will review all class progress reports coming in. The academic advisor will follow up as appropriate and offer support and guidance as relevant to the student.

The academic advisor will outreach for 1 to 2 weeks and await a response from the student. If the student responds, the academic advisor will provide support, advice, and referrals as appropriate for the situation and close the report as appropriate. If the student does not respond within the two week time frame, the academic advisor will close the case noting that the student remained unresponsive.

Advisors close the Class 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).