

Navigate Progress Report How-To Guide for Faculty

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.

Quick Guide: Submit a Progress Report

1. Log into Self-Service and select "Click here to submit a Progress Report" to launch Navigate.
2. On your "Professor Home" page, click "Progress Reports" next to the desired course name.
3. Use the checkboxes to select the student you would like to report on.
4. After checking the student(s) you wish to report on, click "Actions" then "Create A New Progress Report."
5. The Progress Report window will pop open. Complete the five prompts.
6. For primary concern, choose EITHER:
 - "Engagement/Participation/Attendance"
 - "Insufficient work/Quality of work"
7. Additionally select any appropriate referrals. You will use the same dropdown box to select your primary concern AND to select referrals.
8. Outline the details of your concern in the final text box. There is no word limit in this comment box.
9. Click "Submit Report"

NOTE: For plagiarism 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 "closes" the Progress Report "case."
6. Faculty receives a notification that the Progress Report case was closed, including the case closure reason.

NOTE: Closing a case does not necessarily mean that the issue is fully resolved. See case closure reason chart below.

Step-by-step Visual Guide to submit a Progress Report

Step 1: Log into PeopleSoft [SAIC Self-Service](#), accessed through the [Faculty Dashboard](#) under QUICKLINKS.

Step 2: Select “Click here to submit a Progress Report” to launch the Navigate site. You can also log in to Navigate directly via <https://saic.campus.eab.com/>.

Class	Class Title	Enrolled	Days & Times	Room
SOPHSEM 2900-032 (2074)	Soph Sem: Interdisciplinary (Seminar)	13	Mo 6:00PM - 9:00PM	Sharp 403

Step-by-step Visual Guide to submit a Progress Report (Cont.)

Step 3: At the top, you'll see your class(es) for the term, and at the bottom you'll see a list of students in your class(es) (you may need to scroll down past any previous prior progress reports submitted to see the course roster). Click the "Progress Reports" link associated with your class.

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	
(CP-1020) Research Studio I	T 10:00am - 3:00pm CT	Sharp-315	Progress Reports
(CP-1021) Research Studio I: Transfers	M 10:00am - 3:00pm CT	Sharp-407	Progress Reports
(PTDW-3001) Painting Studio A: Multi-Level	F 9:00am - 5:00pm CT	280-305	Progress Reports

Step 4: Select the check box next to the name of the student(s) you'd like to submit a progress report for. You can pick a single student, or you can select several students.

Note: Unless you are very clear that multiple students need to receive the **EXACT** same message (including identical comments), we recommend selecting a single student at a time and submitting Progress Reports one at a time.

Once you make your selection, click the arrow next to "Action" and click on "Create a New Progress Report."

Actions ▾

Create a New Progress Report

<input type="checkbox"/>	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input checked="" type="checkbox"/>	Student Name	Student Phone Number	Student Email Address
<input type="checkbox"/>			

Step-by-step Visual Guide to submit a Progress Report (Cont.)

Step 4: A window will open that will prompt you with several questions.

- **Is the student at risk of receiving No Credit in your course?** Select 'Yes' or 'No' as to whether the student is at risk of receiving No Credit in your course.
- **What is your primary concern? Select ONE of the first two options. You may also use this dropdown menu to select any relevant referrals.**
 - Choose *either* 'Engagement/Participation/Attendance' or 'Insufficient work/Quality of work.'
 - You may also select either, both, or none of the referrals listed.
- **If the student has missed class time, how much?** Note any missed class time including absences, tardies, early departures.
- **What is the student's current academic progress?** Choose *either* 'On track but concerned about progress,' 'Risk of not receiving Credit,' or 'Will not receive Credit.'
- **Outline in detail the concern below.** Insert the details of your concern that both the student and their advisor will view. There is no character limit.

Select "Submit Report" when all 5 prompts are completed.

ADD A NEW PROGRESS REPORT

Is the student at risk of receiving No Credit in your course? Yes No

What is your primary concern? Select ONE of the first two options. You may also use this dropdown menu to select any relevant referrals.

If the student has missed class time, how much?

What is the student's current academic progress?

Outline in detail the concern below.

Step-by-step Visual Guide to submit a Progress Report (Cont.)

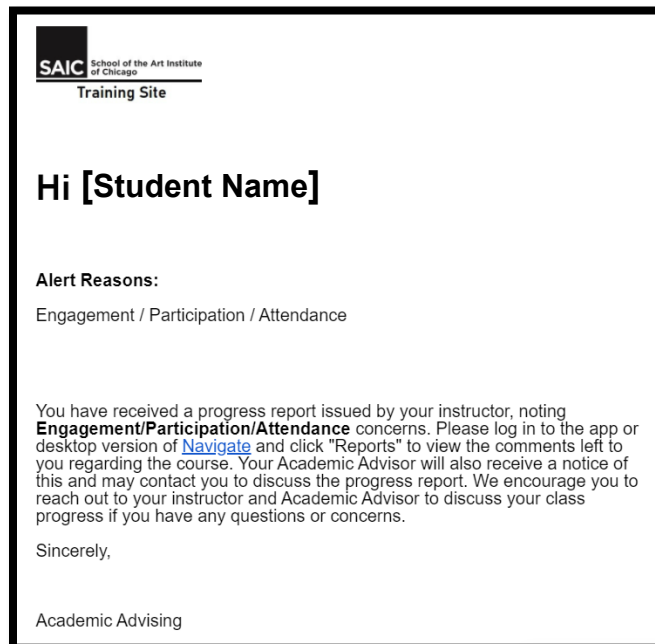
Step 6: Once submitted, your Progress Report page will then update to show you have successfully submitted the report and will also show any previous Progress Reports you submitted for the term.

Progress Reports for CP-1020(Research Studio I)							Class Information
STUDENT NAME	AT RISK	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT	
	Yes	Engagement / Participation / Attendance		On track but concerned about progress	test	08/19/2021	<p>Name: CP-1020 - Research Studio I</p> <p>Class Days: Tuesdays</p>

After a Progress Report has been submitted

1. 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:



2. 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), the system creates a 'Case' and Academic Advising staff will monitor their assigned cases. Advising staff will reach out to students as appropriate and document their work within the system. Faculty cannot see this information, but it is recorded to assist other advisors and staff who may be working with a student.

3. Advisors close the Progress Report 'Case' and faculty receive notification of closure

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

SAIC School of the Art Institute of Chicago
Training Site

Case Closed

Thank you for submitting a Progress Report for the student noted below. Academic Advising has reviewed the Progress Report and has now closed the case. The case closure reason is also noted below. Please reference the [Case Closure Reasons guide](#) for more information about the case closure definition. If you have any questions about the Progress Report you submitted, Academic Advising's review of the case, or the reason the case was closed, please do not hesitate to reach out to Academic Advising at 312-629-6800 or studenthelp@saic.edu

Student
Alert Reasons Engagement / Participation / Attendance
Alert Issued on August 19
Case Outcome Student informed Advisor of plans to connect to faculty
Closed by Esther Warren
Closed on Date August 19

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

Case Closure Reasons and Explanation

Case Closure Reason/Outcome	Case Closure Definition
Duplicate case	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).