Navigate Progress Report How-To Guide and FAQs 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 Technical Guide*: Submit a Progress Report

1. Log into Self-Service and select "Click here to submit a Progress Report" to launch Navigate or login directly to Navigate at https://saic.campus.eab.com.
2. On your "Professor Home" page, click "Progress Reports" next to the desired course name.
3. Use the checkboxes to select the student(s) 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 the first question, select YES. If you select "no," a progress report will not be submitted.
7. The second question asks you to select the reason for the report and also add any optional referrals you would like to make for the student(s). Please only select ONE of the three reasons as selecting more than one will create duplicate reports:

   - **Engagement/Participation/Attendance**
   - **Insufficient work/Quality of work**
   - **Engagement AND Work Concern**

   Additionally, select any appropriate referrals. You will use the same dropdown box to select your ONE concern AND to select referrals.
10. Next, should your concern include missed class time, please note this in the missed class box.
11. The remaining dropdown box asks you to provide a general statement on the student's academic progress. Please choose one from the list:

    - **"On track but concerned about progress"**
    - **"Risk of not receiving Credit"**
    - **"Will not receive Credit"**

12. Outline the details of your concern in the final text box. There is no word limit in this comment box.
13. Click "Submit Report"

 *See full technical guide with screenshots on the following pages
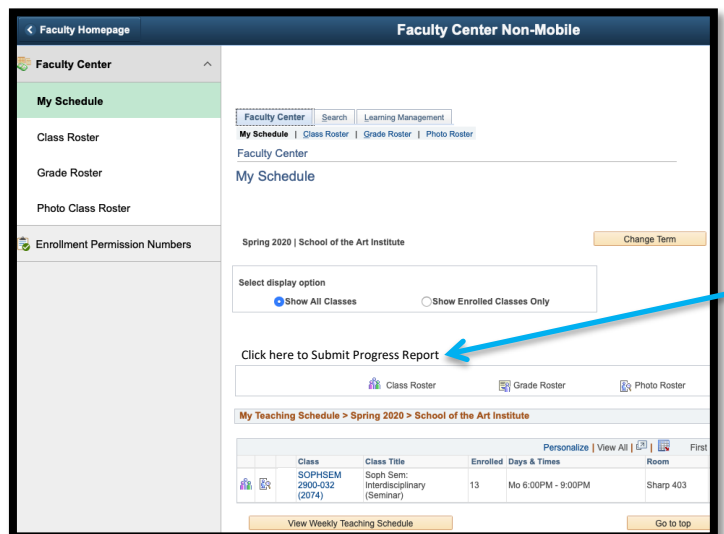
NOTE: For plagiarism concerns, please follow the steps outlined in the Student Handbook for the [Academic Misconduct policy](#) (please do not submit a Progress Report).

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/.

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). Click the 'Progress Reports' link associated with your class. Do not select a student name from this home page. To submit a progress report, you must first select Progress Reports.

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: On the screen that opens next, scroll down to the list of students enrolled in the course you selected for submitting progress reports. 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

	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
☑	Student Name	Student Phone Number	Student Email Address
☐			

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

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

- **Select Yes to proceed. Selecting No will NOT generate a Progress Report.** You should always select 'Yes' to ensure your progress report gets generated.

- **Select ONE of the first three options in the drop down menu. If you select more than one, it will create duplicate progress reports. You may also select any relevant referrals.**
  - Choose ONE of the following: 'Engagement/Participation/Attendance,' 'Insufficient work/Quality of work,' OR 'Engagement and Work concern'
  - 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, and/or early departures.

- **What is the student's current academic progress?** Choose *one:* '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 ✕

Select Yes to proceed. Selecting No will NOT generate a Progress Report.
○ Yes ● No

Select ONE of the first three options in the drop down menu. If you select more than one, it will create duplicate progress reports. You may also select any relevant referrals.

Engagement / Participation / Attendance
Engagement AND Work concern
Insufficient work / Quality of work
Referral to DLRC
Referral to Writing Center

If the student has missed class time, how much?

What is the student's current academic progress?
Please Select

Outline in detail the concern below.

Submit Report   Cancel

Choose only ONE of the three concerns. Selecting more than one creates duplicate reports. If concerned about both engagement/attendance AND quality and/or quantity of work, please choose "Engagement AND Work

After choosing ONE concern, you may also choose one or both referrals. Choosing a referral will automatically provide a student with information about connecting to that resource.

![SAIC School of the Art Institute of Chicago]

Step-by-step Visual Guide to submit a Progress Report (Cont.)
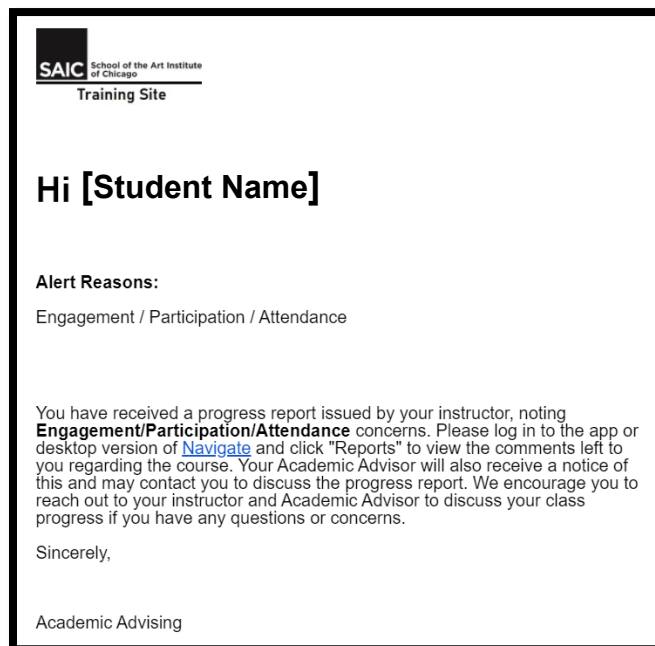
Step 6: Once submitted, your Progress Report page will then update to show you have successfully submitted the report and will also show any previous Progress Reports you submitted for the term.

Progress Reports for CP-1020(Research Studio I)

STUDENT NAME	AT RISK	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT		Class Information
	Yes	Engagement / Participation / Attendance		On track but concerned about progress	test	08/19/2021	Details	Name: CP-1020 – Research Studio I Class Days:

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:

SAIC School of the Art Institute of Chicago
Training Site

Hi [Student Name]

Alert Reasons:

Engagement / Participation / Attendance

You have received a progress report issued by your instructor, noting **Engagement/Participation/Attendance** concerns. Please log in to the app or desktop version of **Navigate** and click "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. We encourage you to reach out to your instructor and Academic Advisor to discuss your class progress if you have any questions or concerns.

Sincerely,

Academic Advising

Last updated on: 1/25/2022

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. *

Case Closed

Thank you for submitting a Progress Report for the student noted below. Academic Advising also reviewed the Progress Report and took action as appropriate, which could have included outreach or connecting with other Student Affairs staff who are working with the student. The email you are receiving now notes that the advisor has closed the "case" that was created when you submitted the Progress Report.

Please note that a case closure does not necessarily mean the issue is resolved. Academic Advising will continue to monitor and outreach as appropriate. You can reference the Case Closure Reasons and Explanations chart (on the Progress Report How To Guide) for more information about the case closure outcomes and definitions, and why the advisor may have selected the one that they did.

If you have any questions about 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
January 24

Case Outcome
Student responded, shared a plan to address course concerns

Closed by
Rebekah Champ

Closed on Date
January 24

* 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 - Advisor managing other report	Faculty submitted a duplicate Progress Report. Staff will close duplicates and keep one open.
Student no longer enrolled in course	Student dropped or withdrew from the course after the alert was submitted.
Advisor provided information on Add/Drop deadline	The Advisor notified the student of the Add/Drop deadline given the Progress Report likely noted the student has yet to attend the course during the Add/Drop period and/or the faculty recommended the student drop the class.
Student informed Advisor of plans to connect to faculty	Advisor connected with the student, and the student informed the Advisor they plan to connect with their instructor in follow up.
Student informed Advisor they already connected to faculty	Advisor connected with the student, and the student informed the Advisor they have already connected with their instructor about the concerns.
Student responded, shared a plan to address course concerns	Advisor connected with the student, 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 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 provided information about withdrawal deadline	The Advisor notified the student of the withdrawal deadline and procedure given the Progress Report noted the student is unable to receive credit in the course.
Advisor outreached, student didn't engage, W info sent	The Advisor outreached to the student but did not receive a response from the student. Based on the Progress Report, the Advisor notified the student of the withdrawal deadline and procedure to withdraw.
Advisor provided information for late withdrawal appeal	Advisor provided information about appealing for a Late Withdrawal given the progress report noted the student is no longer eligible to receive Credit for the course and the deadline for withdrawing has passed.
Student aware they can't earn CR, plans to stay enrolled	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).
Advisor outreached to address concern, student didn't engage	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 faculty remain concerned about the student, they should submit additional progress reports as needed or contact the assigned 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 faculty have continued concerns about the student, they should submit additional progress reports as needed.
Term ended	Progress Report was open past the duration of the course or the concern is no longer present given the team ended.

Progress Report FAQs

How do I access Navigate to submit a Progress Report?

You can access Navigate one of two ways:
1. Log into SAIC Self-Service, accessed through the Faculty Dashboard under QUICKLINKS
2. Log into Navigate directly at https://saic.campus.eab.com

If I have multiple concerns about a student - both regarding their attendance and their quality of work. Should I select all concerns I have?

You only need to select ONE alert. In a situation involving both concerns about attendance and work, you can select 'Engagement AND Work concern.' If you select multiple alerts/concerns, it will create duplicate progress reports.

When I click on 'Actions,' I don't see a place to select 'Create a New Progress Report'

Ensure you are first selecting 'Progress Reports' under your class listing on your Professor Home page. If you select a student name on the Professor Home page after logging in, you will not have the ability to create a progress report.

What happens after I submit a Progress Report?

The Life Cycle 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.
5. After review and appropriate action (outreach, etc.), advising "closes" the Progress Report.
6. Faculty receives a notification that the Progress Report case was closed, including the case closure reason.

I co-teach a class, and my co-teacher submitted a progress report. Can I see that information on my Navigate?

You can see the progress report submitted by your co-teacher in your Navigate, under your list of progress reports submitted by class. However, when a case is closed, only the faculty member who originally submitted the progress report will get the case closure email.

Where do students see the progress report information I sent?

As soon as you submit a progress report, the student is sent an email, notifying them that a progress report has been submitted by you and for your class. It also includes the 'alert' you selected (i.e. Engagement/Participation/Attendance) and instructions on how to log in to Navigate to see your comments.

I received an email that says 'Case Closed.' What does this mean?

This means that the advisor reviewed the progress report and has taken action as appropriate. The 'case outcome' is included in the email. Please reference the Case Closure Reason and Explanation chart on page 7 of the *Navigate Progress Report How to Guide for Faculty* to see all of the case closure reasons and why an advisor may have selected the one they did. Please note that although the case has been "closed," the issue or concern in your class may be ongoing. Please follow up with the assigned advisor if you have further questions about the reason the case was closed.

I still have concerns about a student after receiving a Case Closed email, what should I do?

If the concerns have continued or perhaps additional concerns have arisen, you may submit another progress report. You may also outreach to the advisor directly to discuss your concerns.

I submitted a report but haven't received a Case Closure email and now have additional concerns about the student, what should I do?

If you haven't received a case closure email, it means the advisor is still managing the progress report. If you have additional concerns, you may submit another progress report and/or contact the assigned advisor regarding your additional concerns.

I have questions about what communication an advisor and student had, and the Case Closure reason doesn't tell me much. What should I do?

The Case Closure Reason and Explanation chart on page 7 of the *Navigate Progress Report How to Guide for Faculty* provides additional information about why an advisor may have selected the one that they did. If you have additional questions about your specific case, you can always directly contact the assigned advisor if you have further questions about the action the advisor took.