

Instructor Progress Reports

Proactive outreach through Nanook Navigator (EAB Navigate)

What are Progress Reports?

Progress reports are an early alert system designed to provide students and advisors timely feedback of instructor concerns/feedback about attendance, engagement, and/or academic performance at key points during the term. **Student feedback progress reports trigger emails to students.**

Who will be completing Progress Reports?

All instructors are encouraged to complete progress reports each semester for each regular semester undergraduate course section they teach.

Progress Reports Details

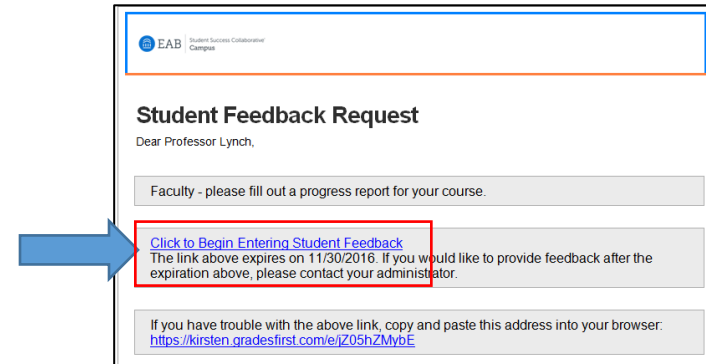
- **Week 2: [Nanook Navigator](#) Early Progress Report (No grade)**
 - Select your primary concern/feedback
 - Enter additional information in comments for advisors
 - **Student feedback emails sent**
 - Cases created
 - Follow up: Student contacts instructor and advisor or staff may contact student
 - **Note:** students added to a course after PR is open will not be in the PR. [Issue an alert](#) for late add students.

- **UAOnline Midterm Grades**
 - Instructors are encouraged to submit midterm grades for all students
 - Submit through [UAOnline](#) (not Nanook Navigator)
 - Follow up: advisors and support staff pull midterm grades and outreach to students

How Do I Complete a Progress Report?

[Watch the recorded demonstration](#) or [one page quick guide](#).

You will receive emails with a report link or [log into professor home](#).



By **clicking on the “Begin Entering Student Feedback” link** within this email you will be taken a single-sign-on screen. Your username and password are the same as your UAOnline credentials. The link connects you to a web page that displays your course(s) and roster(s).

You will be asked to report on your feedback. **Only those students for whom you want to provide feedback on need to be marked (Yes).** You can choose 1+ alert reasons that represent your feedback. **Choose “Yes” for concern and “No” for “Kudos:...”.**

Concern Example: If, the student has poor attendance and failure to turn in coursework then choose both reasons.

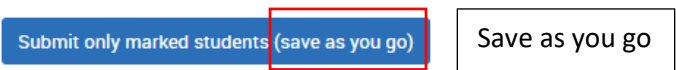
Provide additional context: **comments are intended for advisors to review.**

Instructor Progress Reports

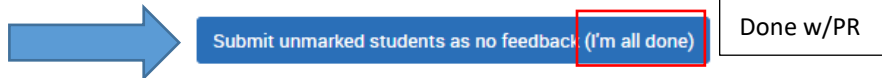
Completing Progress Reports, continued

Click the Submit button at the bottom of the screen. Click the second button if you have checked all of your students for feedback and do not need to come back (I'm all done).
**Reminder emails are sent until you click submit (I'm all done). You will not be able to re-open the PR once you click submit (I'm all done).*

Choose the first button if you need to save your progress and come back (but I'm not done).



This button will submit students you have marked as beir rest of the students in your classes. Repeat this process u



Once you click submit, the **students marked may receive an automated email** from the student success coordinator.

Here are a few resources for managing the at-risk student conversations:

- [Access your Nanook Navigator profile](#)
- [How to view the alerts you have issued \(page 2\)](#)
- [Report on an appointment](#) & use the "Progress Report Concern Support" service
- [Deadline to withdraw](#)
- [Forms for students](#)
- [Academic advisors](#)
- [Financial aid](#)

We recommend completing a [report on appointment](#). By reporting on an appointment, advisors are able to see that they met with their instructor. Use the "Progress Report Concern or Alert Intervention Support" service and the course when reporting. You can complete a report on an appointment even if the outreach from the student was just a phone call, text, or email communication.

A screenshot of a reporting form with four dropdown menus. The first menu is "Care Unit" with "Advising" selected. The second menu is "Location" with "College of Liberal Arts" selected. The third menu is "Service" with "Progress Report Concern or Alert Intervention Support" selected, and a blue arrow points to it from the left. The fourth menu is "Course" with "WRTG-F212X Writing and the Professions" selected, and a blue arrow points to it from the left.

Instructor Progress Reports

Frequently Asked Questions (FAQs)

What can be done if I issued a progress report for the wrong student?

- Contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414. Please provide the students ID and the course number and name.

Can progress reports be reopened after click “I’m all done”?

- No, but you are able to [issue an alert](#) for the student of concern.

Do I need to issue an alert and submit a Progress report at the same time?

- No.

Where can I find my completed progress reports and issued alert?

- Issued alerts show on the Professor Home in the My Issued Alerts section (bottom of professor home page). This allows instructors to see alerts they have issued, including links to any associated Progress Reports. [See page 2 on the alerts how-to.](#)

Student is missing from my progress report, will they be added to the PR?

- If the student added the course after the progress report opened then they will not be in the progress report roster. You are able to [issue an alert](#) if you have a concern for the student’s progress.
- If there are extra students or the student was in the course when the progress report opened then contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414.

Do I need to reach out to my student before submitting a progress report of concern?

- Yes, reach out anytime you have a concern for a student. This is not a substitute for instructors directly reaching out to their students, it is designed to ensure advisors have comprehensive information about their advisees so advisors can effectively provide resources and options.

I teach a late-start course should I submit a progress report even though the course has not started?

- Late-start course instructors are encouraged to [issue an alert](#) for the student/s of concern.

It is too early in the course to complete a progress report, what should I do?

- Instructors are encouraged to [issue an alert](#) for the student/s of concern between progress report campaigns.

Do adjunct or graduate students teaching submit progress reports?

- Yes, all instructors teaching regular undergraduate courses should complete progress reports and issue alerts as needed.

I do not have professor home role, how do I get access?

- Please complete the [Role and Permission Request Form](#). If this is urgent contact Jessica Skipper at uaf-nanooknavigator@alaska.edu or 907-474-7414.

What if I am the student’s instructor and advisor; do I need to submit a Progress Report?

- Yes, this data is collected and provided to all of the student’s care team members.

When the student is...

Not responding to outreach

Not engaging or attending class

In danger of failing the course

Failing to turn in coursework

In need of immediate support services or course change

Displaying other concerns for Student Success Team to be aware of

Added course late & needs to catch up

Not logging into online course or not attending class

Displaying performance concerns

Displaying financial concerns

Kudos: Keep up the hard work

Kudos: You're Demonstrating Exceptional Course Performance

Submit
"Yes" on
progress
reports

Submit
"No" on
progress
reports

Early Progress Reports- Alert Reason Key

When to issue a progress report	Alert Reason	Automated Items
Lack of engagement (discussions/activities) is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert. Student is not responding to instructor's outreach (text, email, call, or in-person) and you are concerned about their progress, performance, or other concern in this course.	Engagement Concern (in class or outreach)	Student receives email, advisor notified to follow up with student
Online Course: Student has not logged in and you are not aware the student is dropping or withdrawing from the course.	Online Course: Student has not logged in	Student receives email with alert reason, advisor or academic coach notified to follow up with student
Other concerns related to financial aid, technology, connectivity, or other. *Do not disclose diagnostic information that may violate HIPAA.	Other (please describe)	CSRR notified or advisor notified to follow up with student
Concerning performance on 2+ significant assignments or negatively impacting their grade in the course.	Performance Concern on Test/Quizzes/Assign./Discussions	Student receives email with alert reason, advisor notified to follow up with student
If the student has missed 3+ classes without communication with instructor. Poor attendance is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert.	Poor Attendance	Student receives email with alert reason, advisor notified to follow up with student
Displaying weak prerequisite knowledge on significant assignments that indicates a need for extra tutoring/assistance or is negatively impacting their grade in the course.	Recommending course level change	Advisor notified to follow up with student
Student could benefit from tutoring or student services to assist with prerequisite knowledge, course assignments, or other academic areas.	Referral: Tutoring or academic support	Tutoring services notified to follow up with student
Concerns related to finances. Referral to financial aid.	Referral: Financial Aid	Student receives email, financial aid notified to follow up with student
Student has not submitted the 1st assignment or late work and you are not aware the student is dropping or withdrawing from the course.	Student has not turned in the first assignment(s)/ late work	Student receives email with alert reason, advisor or academic coach notified to follow up with student
Encouragement for the student to keep up the great performance. ("No" on progress report then choose "alert reason")	Kudos: Keep up the hard work Kudos: You're demonstrating exceptional performance	Student receives email with alert reason

Issue an Alert Reason Key

When to issue an <u>alert</u> (turned on year round)	Alert Reason	Automated Items
Student added the course after the semester start date and needs to catch up in assignments, test, quizzes, and etc. to pass this course.	Added course late & needs to get caught up	Student receives email with alert reason, advisor or academic coach notified to follow up with student
Lack of engagement (discussions/activities) is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert. Student is not responding to instructor's outreach (text, email, call, or in-person) and you are concerned about their progress, performance, or other concern in this course.	Engagement Concern (in class or outreach)	Student receives email, advisor notified to follow up with student
Student is failing to turn in coursework and you are not aware the student is dropping or withdrawing from the course.	Failure to turn in coursework	Student receives email with alert reason, advisor or academic coach notified to follow up with student
If student is in danger of failing for any reason (attendance, coursework, assignments, engagement, performance).	In danger of failing	Student receives email with alert reason, advisor notified to follow up with student
Online Course: Student has not logged in and you are not aware the student is dropping or withdrawing from the course.	Online Course: Student has not logged in	Student receives email with alert reason, advisor or academic coach notified to follow up with student
Other concerns related to financial aid, technology, connectivity, or other. *Do not disclose diagnostic information that may violate HIPAA.	Other (please describe)	CSRR notified or advisor notified to follow up with student
Concerning performance on 2+ significant assignments or negatively impacting their grade in the course.	Performance Concern on Test/Quizzes/Assign./Discussions	Student receives email with alert reason, advisor notified to follow up with student
If the student has missed 3+ classes without communication with instructor. Poor attendance is negatively impacting their grade in the course or could be related to an Other or Concerns (non-academic) alert.	Poor Attendance	Student receives email with alert reason, advisor notified to follow up with student
Displaying weak prerequisite knowledge on significant assignments that indicates a need for extra tutoring/assistance or is negatively impacting their grade in the course.	Recommending course level change	Advisor notified to follow up with student

Issue an Alert Reason Key

When to issue an <u>alert</u> (turned on year round)	Alert Reason	Automated Items
Concerns related to finances. Referral to financial aid.	Referral: Financial Aid	Student receives email, financial aid notified to follow up with student
Student could benefit from tutoring or student services to assist with prerequisite knowledge, course assignments, or other academic areas.	Referral: Tutoring or academic support	Tutoring services notified to follow up with student
Student has not submitted the 1st assignment and you are not aware the student is dropping or withdrawing from the course.	Student has not turned in the first assignment(s)/ late work	Student receives email with alert reason, advisor or academic coach notified to follow up with student
Encouragement for the student to keep up the great performance.	Kudos: Keep up the hard work Kudos: You're demonstrating exceptional performance	Student receives email with alert reason

PROGRESS REPORT & ALERT TIRGGERED EMAILS

Feedback triggered email by alert reason (comes from the uaf-nanooknavigator@alaska.edu email).

Subject: Your professor has feedback

Student will receive an individual email for each alert reason selected by each instructor. The course information will also be provided for completed progress report emails.

Alert	Email
Added course late & needs to get caught up (<i>Alert in email, case created</i>)	<p>Hello {\$student_first_name},</p> <p>You have added your course late in the semester and have assignments to complete and submit to get caught up.</p> <p>We strongly encourage you to contact {\$completer_name} directly and create a catch-up plan. They want to help you succeed.</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334 Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>

<p>Engagement Concern (in-class or outreach) <i>(Alert in email, case created)</i></p>	<p>Hello {\$student_first_name},</p> <p>We are here for you, are you doing okay? Are there student resources you would like to know more about?</p> <p>{\$completer_name} is concerned about your participation in class and how it may affect your long-term success for this semester. Students who engage in their course discussions, lectures, and activities are more likely to earn a higher grade.</p> <p>We strongly encourage you to contact your instructor directly. They too want to help you succeed.</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>An academic advisor may also contact you in follow-up to discuss available resources such as tutoring, mental health, and suggestions for improving your engagement.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Failure to turn in coursework <i>(NOT IN PRs, Alert in email, case created)</i></p>	<p>Hello {\$student_first_name},</p> <p>We are here for you, are you doing okay? Are there student resources you would like to know more about?</p> <p>{\$completer_name} has indicated that you are currently missing assignments for your course. We know college can be a challenge in balancing all of the demands, and we want to help.</p>

	<p>Please contact your instructor to discuss their concern(s).</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>An academic advisor may also contact you in follow-up to discuss available resources such as tutoring and suggestions for improving your academic performance.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>In danger of failing (<i>NOT IN PRs</i>, <i>(Alert in email, case created)</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay?</p> <p>Each semester, we ask our instructors to provide us with information regarding how well students in their classes are performing academically.</p> <p>{ \$completer_name } alerted us that there is a concern about your academic progress. Based on your progress in this course thus far, you might be in danger of failing this course.</p> <p>We recommend contacting { \$completer_name } immediately to see what can be done to raise your grade in this course. You should also contact your advisor for assistance and to discuss available resources.</p> <p>We believe that you can be successful in your academic studies and we are here to help. We care about your success!</p>

	<p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Online Course: Student has not logged in (<i>Alert in email, case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>{ \$completer_name } has indicated that you have not logged into your online course platform (Blackboard/Canvas) for your course. Not participating in your online class platform can impact your academic success in the course.</p> <p>Please contact your instructor to discuss their concern(s).</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Performance Concern on Test/Quizzes/Assign./Discussions (<i>Alert in email, case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay?</p> <p>{ \$completer_name } has indicated you may not be performing as well on tests, quizzes, assignments, or discussions as you had hoped.</p> <p>Please contact your instructor to discuss their concern(s).</p>

	<p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Poor Attendance (<i>Alert in email, case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay?</p> <p>{ \$completer_name } has indicated they are concerned about your poor attendance in their course.</p> <p>Please contact your instructor to discuss their concern(s).</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Referral: Financial Aid (<i>case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay? Are there student resources you would like to know more about?</p>

	<p>If you are having financial difficulties or have a concern about your financial aid please reach out to the financial aid office (Call: 907-474-7256 or Text: 907-474-7065) today.</p> <p>Here are some financial resources available:</p> <ul style="list-style-type: none"> • https://uaf.edu/finaid/scholarships.php • https://uaf.edu/finaid/grants.php • https://uaf.edu/finaid/faq/index.php • https://uaf.edu/csrr/ <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Referral: Tutoring or academic support (<i>case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay? Are there student resources you would like to know more about? A tutoring staff member will be reaching out to discuss the academic support resources available for you.</p> <p>Did you know UAF provides tutoring and academic support in various areas such as math, writing, speaking, and more? See the student handbook services for more information https://uaf.edu/handbook/services/index.php#collapse1d10e334.</p> <p>Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>

<p>Student has not turned in the first assignment(s)/ late work (<i>Alert in email, case created</i>)</p>	<p>Hello { \$student_first_name },</p> <p>We are here for you, are you doing okay?</p> <p>{ \$completer_name } has indicated that you have not submitted your first assignment for your course. We know college can be a challenge in balancing all of the demands, and we want to help.</p> <p>Please contact your instructor to discuss their concern(s) and make a plan for turning in your assignment(s).</p> <p>Speak with your academic advisor before making any decisions pertaining to your registration in a course as there may be financial aid or eligibility ramifications.</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>
<p>Kudos: Keep up the hard work</p>	<p>UAF cares about your success and professors are asked to provide feedback on your progress.</p> <p>Your professor has reported that you have shown hard work in their course, learning concepts and developing skills. Keep up the hard work!</p> <p>Link to student services (including tutoring): https://uaf.edu/handbook/services/index.php#collapse1d10e334. Wellbeing resources: https://sites.google.com/alaska.edu/thewell/wellbeing-resources</p> <p>UAF Student Success is rooting you on!</p>

Kudos: You're demonstrating exceptional performance

UAF cares about your success and professors are asked to provide feedback on your progress.

Your professor has reported that you're demonstrating exceptional performance in their course, learning concepts and developing skills. Keep up the hard work!

Link to student services (including tutoring):

<https://uaf.edu/handbook/services/index.php#collapse1d10e334>.

Wellbeing resources: <https://sites.google.com/alaska.edu/thewell/wellbeing-resources>

UAF Student Success is rooting you on!