

# Progress Reports (Students Flagged At-Risk)

## Advisors-Pulling At-Risk Progress Reports in Nanook Navigator

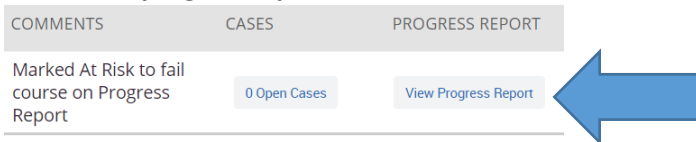
### What are detailed progress reports?

The report created when instructors mark a student “At-Risk” during a [progress report campaign](#). These reports include course details, number of absences (optional), current grade (optional), comments from instructor to advisors, instructor name, and alert reasons.

### Where are the detailed progress reports?

Staff Home and within the “Reports” (last icon on the left panel) screen. *\*Students will have an alert for each progress report on the student profile, under their history (pg. 2- Alerts).\**

Student alert attached to a **progress report**, student received automated email



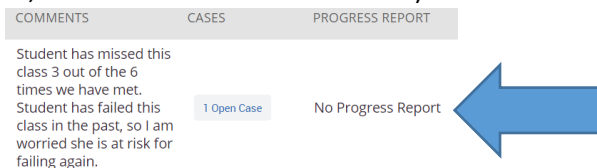
COMMENTS      CASES      PROGRESS REPORT

Marked At Risk to fail course on Progress Report

0 Open Cases      View Progress Report

A blue arrow points to the 'View Progress Report' button.

Student **academic alert** not connected to a progress report (academic advisor will need to reach out, no automated email to student).



COMMENTS      CASES      PROGRESS REPORT

Student has missed this class 3 out of the 6 times we have met. Student has failed this class in the past, so I am worried she is at risk for failing again.


1 Open Case      No Progress Report

A blue arrow points to the 'No Progress Report' text.

### Why review detailed progress reports?

Detailed reports provide **staff** and **faculty** with the ability to draw attention to students that maybe at-risk of failing and/or need support. Students marked at-risk did receive any email encouraging them to reach out to their instructor and/or academic advisor. We encourage advisors to monitor the at-risk students and are welcome to reach out to the students. The students may have already met with their instructors and resolved any concerns.

### Pulling At-Risk Progress Reports by Advisor

1. Click on the Reports icon (left side panel) from Staff Home page. 
2. Click on Intervention Reports → Progress Reports

#### Intervention Reports

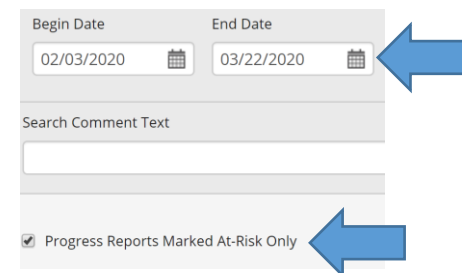
[Alerts](#)

[Cases](#)

[Progress Reports](#)

A blue arrow points to the 'Progress Reports' link.

3. Set the timeline based on the campaign. You can include both campaigns or do the search by each campaign. **Campaign 1:** 2/3/20-2/16/20; **Campaign 2:** ~~3/16/20-3/22/20~~ *did not happen due to COVID-19.*
4. Check the box for PRs Marked At-Risk Only



Begin Date: 02/03/2020      End Date: 03/22/2020

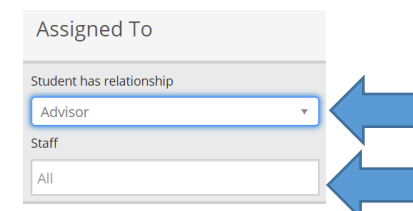
Search Comment Text

Progress Reports Marked At-Risk Only

A blue arrow points to the 'End Date' field.

A blue arrow points to the 'Progress Reports Marked At-Risk Only' checkbox.

5. Select the assigned to → advisor and type in the name of the advisor (assigned advisor in Banner- SGAADVR).



Assigned To

Student has relationship

Advisor

Staff

All

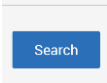
A blue arrow points to the 'Advisor' dropdown menu.

A blue arrow points to the 'All' option.

**Need assistance?** See more resources at <https://uaf.edu/gs/nanooknavigator/> or contact [jrskipper@alaska.edu](mailto:jrskipper@alaska.edu).

# Progress Reports (Students Flagged At-Risk)

## Pulling At-Risk progress reports by Advisor, continued

6. Click Search 
7. Select All (be sure it selects all if more than 100 students)



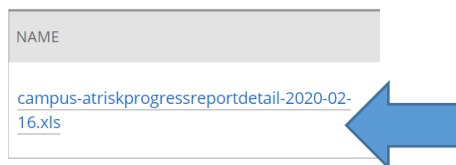
8. Click actions and export results, then choose the columns to export. *\*You can also create a watchlist directly from your results by clicking “watch”.*



9. Click on the link to the download center (banner at the top of the page).

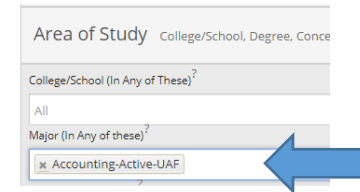
**New Detailed Student Progress Reports Flagged At-Risk Report ready!**  
Your Detailed Student Progress Reports Flagged At-Risk Report has been downloaded. A copy is available in the [Download Center for Reports](#).

10. Click on the report in the download center. File downloads as a CSV file, recommend saving as an excel workbook file before editing. *\*Keep a copy as excel and save as CSV file to [create a watchlist](#) from your edited list.*

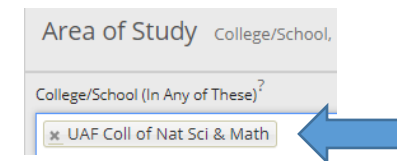


## Pulling At-Risk progress reports by Major or College

1. Complete **steps 1-4** from page 1.
2. If by Major: Click on area of student and type in the major/majors in the “in any of these” box.



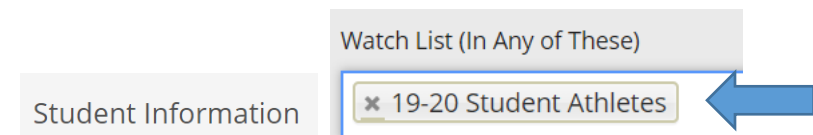
3. If by College: Click on area of student and type in the college in the “in any of these” box.



4. Complete **steps 6-10** from page 2.

## Pulling At-Risk progress reports by Watch list

1. Complete **steps 1-4** from page 1.
2. Click on student information, click in the watch list box, and choose the watch list or lists.



3. Complete **steps 6-10** from page 2.