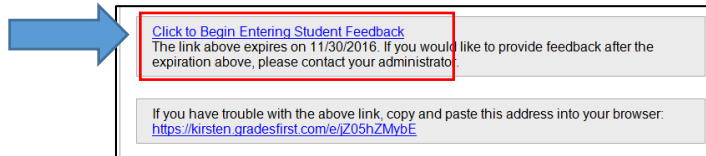


# Instructor Early Engagement/Progress Reports

## Complete a Progress Report from Email

Watch the recorded progress report demonstration [here](#) or [full guide](#).

- Progress report email click on the “Begin Entering Student Feedback” link



- Mark “Yes” for concern & “No” for “Kudos”, select **priority** reason.

SWK-F390-UXI-A Trauma & Wellnss Hstcl & Contp

Student Name	Do you have feedback about this student?	Feedback or Concerns
1 Student, I Test Student ID: [redacted]	<input checked="" type="radio"/> Yes <input type="radio"/> No	x Student has not turned in the first assignment(s)

- Enter detailed comments about your outreach methods, student’s response, acceptance of late work, referral for tutoring, or other details to support the advisor’s outreach to the student.

Comments [redacted] will go to academic advisor)

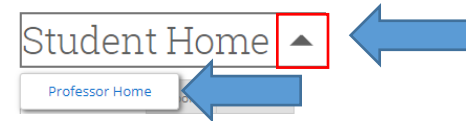
DETAILED COMMENT (Outreach, accepting late work, etc)

- Click Submit
  - Submit only marked students (save as you go)
  - Submit unmarked students (I’m all done)—**Progress report cannot be reopened once you have submitted all students.**

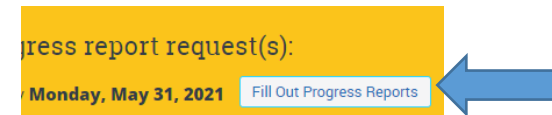
Submit unmarked students as no feedback (I’m all done)

## Complete a Progress Report from Professor Home Role

- Log into Nanook Navigator: <https://uaf.campus.eab.com/>
- Switch roles by clicking the dropdown & selecting Professor home. Professor Home [role request form](#).



- Click on the “Fill Out Progress Report” yellow banner link



- Mark “Yes” for concern & “No” for “Kudos”, select **priority** reason.

SWK-F390-UXI-A Trauma & Wellnss Hstcl & Contp

Student Name	Do you have feedback about this student?	Feedback or Concerns
1 Student, I Test Student ID: [redacted]	<input checked="" type="radio"/> Yes <input type="radio"/> No	x Student has not turned in the first assignment(s)

- Enter detailed comments to support the advisor’s outreach to the student.

Comments [redacted] will go to academic advisor)

DETAILED COMMENT (Outreach, accepting late work, etc)

- Click Submit
  - Submit only marked students (save as you go)
  - Submit unmarked students (I’m all done)-- **Progress report cannot be reopened once you have submitted all students.**

Submit unmarked students as no feedback (I’m all done)

**Need assistance?** See more at <https://uaf.edu/gs/nanooknavigator/instructors.php> or contact [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu).  
[Full progress report guide here with automated items key.](#)

8/11/23