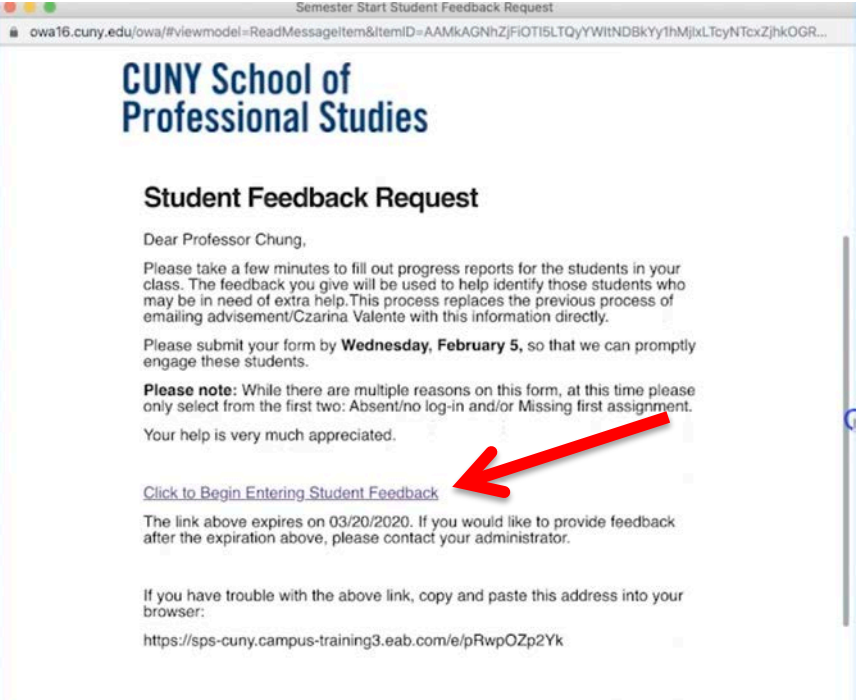
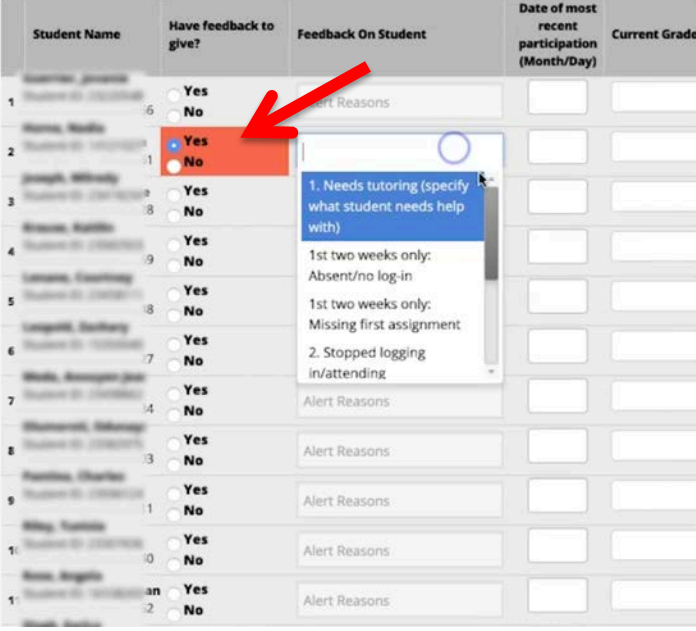


How Faculty Respond to a Progress Report Request

Below are steps on how faculty respond to a progress report request, a new feature of the EAB Student Success Collaborative.

Step	Screen Shot
<p>To begin this process, you will receive an email request, usually from your Academic Director, to fill out a progress report for your students. If you are teaching multiple classes, you will receive a separate email for each course section.</p> <p>Simply click on the link in the email to open the report.</p> <p>Please note: This link will expire on the date listed in the email.</p>	

<p>In the report, you will see a list of students enrolled in your class. For each student, you may issue an alert by choosing “Yes” in the column “Have feedback to give?” and then selecting an Alert reason in the “Feedback On Student” column.</p> <p>Depending on the time in the semester, you may notice changes in the list of alert reasons.</p>	
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Step	Screen Shot
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Optionally, you can indicate the Date of Most Recent Participation by Month/Day, the current grade for the student and add comments.

Please note that for some alert reasons, such as “tutoring,” you are asked to explain further by adding comments, so that the appropriate action can be taken.

What about students who are not at risk?

You may mark them as “No” in the "Have feedback to give?" column, OR

Student Name	Have feedback to give?	Feedback On Student
1 Maria, Maria	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons
2 Joseph, Wilfred	<input checked="" type="radio"/> Yes <input type="radio"/> No	× 1. Needs tutoring (specify what student needs help with)
3 Leticia, Guadalupe	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons
4 Joseph, Anthony	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons
5 Maria, Margaret Ann	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons

For students not at risk you can choose to automatically indicate “No” for all unmarked students when you submit the report.

17	<input type="radio"/> No	Alert Reasons
18	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons
19	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete list. As a result, you can re-use the link in the progress report email, been marked in some form or fashion.

Scroll to the bottom of the student list to see this option.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have in your course and only two of them are at-risk, you don't as not at-risk, therefore saving time and effort. Please use this button

Step

Screen Shot

If you have not finished with all the students, you may click the **Submit only marked students (but I'm not done)** button.

A screenshot of a student progress report form. It shows a table with columns for student ID, name, status (Yes/No), and Alert Reasons. The 'Submit only marked students (but I'm not done)' button is highlighted in blue, and a red arrow points to it.

This button will submit students you have marked as being complete (effective list). As a result, you can re-use the link in the progress report email, at any time, if they have not been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked in your course and only two of them are at-risk, you don't have to mark them as not at-risk, therefore saving time and effort. Please use this button care

Once you have finished, please choose the **'Submit unmarked students as not At-Risk (I'm all done)'** button.

This is also the button you select when you are done filling out a Progress Report, even if you have marked every student individually.

A screenshot of a student progress report form. It shows a table with columns for student ID, name, status (Yes/No), and Alert Reasons. The 'Submit unmarked students as not At-Risk (I'm all done)' button is highlighted in blue, and a red arrow points to it.

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effective list). As a result, you can re-use the link in the progress report email, at any time, if they have not been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked in your course and only two of them are at-risk, you don't have to mark them as not at-risk, therefore saving time and effort. Please use this button

A final alert will pop up asking "Are you sure you want to submit all remaining students?"

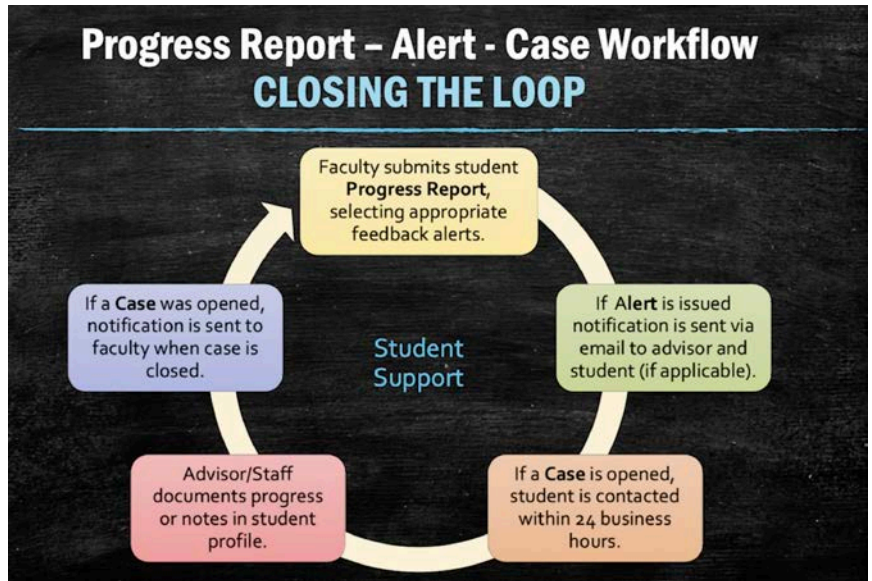
Clicking "OK" completes the Progress Report.

A screenshot of a confirmation dialog box. The dialog box contains the text "sps-cuny.campus-training3.eab.com says Are you sure you want to submit all remaining students?". There are "Cancel" and "OK" buttons. The "OK" button is highlighted with a red circle and a red arrow.

Step	Screen Shot
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What happens once you submit a flag for a student?

Depending on the alert reason you chose, the advisor, tutoring managers, or other appropriate staff will take action. If a case is opened, then you will receive an email once the case is resolved.



For further details, including a list of alerts and actions visit:

<https://spsfaculty.commons.gc.cuny.edu/eab-navigate/>

For technical assistance email: navigate@sps.cuny.edu

Thank you for helping us support student success!