UH Navigate Progress Report Guidance for Instructors

Progress Reports in EAB Navigate are early alerts that allow instructors to identify students who are at risk of failing a course so that advising and other support staff can provide assistance beyond what is already possible through the course.

The Progress Report process can be a two-way street:

1. ***Ad Hoc Progress Reports***: Instructors can submit an ad hoc Progress Report for a student or group of students at any time there is a concern.
2. ***Progress Report Campaign***: A Progress Report Campaign request is sent from an advising office or administration to instructors to solicit feedback about a certain group of students.

Early in the term, before submitting a Progress Report:

- Tell your students that you are utilizing the Progress Report early alert system this term.
- Explain your philosophy of how you will communicate when there are problems, what actions you hope they will take, and at what point you will send a Progress Report.
- Customize this **slide template** (https://uh.edu/ussc/navigate/progress-report-class-intro-slide.pptx) to explain your use of Progress Reports.
- Link to the Progress Report student video. https://uh.edu/ussc/navigate/navigate_staff_resources.php
- Communicate any concerns directly with the student, in multiple ways if possible, and provide guidance and support for how they might improve, so the student can self-correct.
- ***An at-risk Progress Report should only be submitted when you fear a student will not pass or there is a clear need for help other than what you can provide through the course.*** A Progress Report is not a first step – the report does become part of the student record. If there are no improvements in performance or no response from the student, then submitting a Progress Report may be the next option.
- Use other, more specific referral options for certain situations:
    - Students who may be experiencing more than the normal amount of stress, sadness, or anxiety, or who appear to be in crisis, can be referred to Counseling and Psychological Services (CAPS): https://www.uh.edu/caps/
    - Students who exhibit threatening and/or concerning behaviors can be reported through the UH Conduct Assessment and Response Team (CART) process: https://www.uh.edu/cart/

When it's time to submit a Progress Report:

- **During the first week, and BEFORE the Official Reporting Day (ORD)** (when students can still drop the course without a grade,) your message might aim at adjusting attendance and performance improvement. *Use Alert #1*
    1) **Pre-ORD participation and performance concerns:** Students are directed to review enrollment, in case they remained in the class by mistake, and talk to advisor about future enrollment options

- **During the first half of the semester** is when your early alerts can steer students toward the right habits and resources. At this point, there is still time to recover to earn a passing grade for the course. ***Use Alerts #2-6***
    2) **Tardiness, absences, unprepared, missing work:** LAUNCH staff assists student to identify obstacles to full and timely attendance, preparation, work completion, and participation, and designs success plan including referrals.
    3) **Lack of engagement in online/remote course requirements:** LAUNCH staff reminds of the importance of completing assignments and other requirements for courses that are being taught online or remotely. This message should prompt them to review what is required and contact the instructor if needed.
    4) **Weak content performance:** LAUNCH staff assists student to identify knowledge deficiencies that are preventing acceptable performance on classwork, assignments, and assessments, and designs success plan including strategies for learning and self-testing, and referrals, such as to content tutoring.
    5) **Weak academic writing:** LAUNCH staff assists student to identify deficiencies impacting academic writing performance, and designs success plan including referrals, such as to Writing Center consultations.
    6) **Non-academic or other concerns:** LAUNCH staff assists student to connect to referrals for non-academic or other concerns.

- **After midterm, yet still BEFORE the deadline to drop a course with a W grade,** your early alerts may guide the student who, based on the remaining points available for the course, has little realistic way to pass this course and should urgently consider speaking to an advisor to discuss the implications of dropping or staying enrolled in the course. *Use Alert #7*
    7) **Need to consult advisor to discuss continued enrollment:** Email encourages student to contact academic advisor to consider whether to drop a course before drop deadline, including impact on GPA and degree progression.
       <u>Note 1</u>: This Alert Reason should be selected as a last resort once instructor determines the likelihood of passing is slim and with enough time before the drop deadline to allow the student to consider all options.
       <u>Note 2</u>: This Alert Reason will be enabled a month into the term and disabled after the final drop deadline for the term.

- **Positive feedback – anytime!** Provide kudos to students who are doing well.
    8) **Positive feedback.**

- **After the final drop deadline,** the student will receive whatever grade is earned, so Progress Reports may be related to strategies for finishing the term as strong as possible.

When a Progress Report is submitted:

- The student is sent an email letting them know that a Progress Report was submitted. The email includes the:
    o Alert Reason
    o class
    o professor
- Progress Report comments ARE visible to students. ***Be as clear as you can in your comments, focus on class performance, and write with the student as the intended audience.***
- A second email is sent the following day inviting them to make an appointment with an Academic Coach in LAUNCH to create an individualized Academic Support Plan with recommended actions and referrals to UH and other resources. Once created, the Academic Success Plan will be stored in the Navigate Platform so that academic advisors and college/program leadership will be able to see the plan and support the student.
- You can see all Progress Reports that you submitted listed at the top of the Progress Report page when you log in to Navigate through AccessUH.
- After the drop deadline, LAUNCH will message students who had a Progress Report submitted but remain enrolled in the course to encourage them to finish strong.