

Guide to Progress Reports in EAB Navigate for Faculty

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Student Academic Success Programs

Various programs in Undergraduate Studies are working together to synchronize how we collect feedback on students' performance during the academic term. We'll be using a system called EAB Navigate to collect this information from you in a streamlined way.

This document will walk you through the steps of how to submit information on student performance. If you run into any issues or have questions, please reach out to by email to earlyalert@jjay.cuny.edu.

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Key Terms

Progress Report – You will complete a *Progress Report* for each student. The Progress Report will be how you share any concerns about the student’s performance in your class with staff.

Progress Report Form – You will complete the Progress Reports using the *Progress Report Form*, an easy-to-use web form that allows you to submit Progress Reports for each student.


Step 1: Accessing the Progress Reports

- Himani Gupta (hgupta@jjay.cuny.edu) will email you the link to the Progress Report form.
- The email will go to whatever email address is selected as “Preferred” in CUNYfirst. **That may not be your John Jay email address.**
- When you click on the link, you’ll be taken to a webpage with the Progress Report form. This webpage is compatible with all browsers **except Internet Explorer.**
- Your web link is customized to your class(es). Please do not forward the email you received. If a colleague believes that they should have received a Progress Report form and did not get an email, have them contact earlyalert@jjay.cuny.edu.

Step 2: Completing the Progress Reports

The screenshot below shows you an example Progress Report form. (Names are removed for privacy.)

Student Feedback

 **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor [REDACTED]:
You have been asked to fill out progress reports for the students listed in the class(es) below. Please update each student based on how they are doing at this point in the term. Once we receive feedback from you and other professors, we'll follow up with the students about any concerns.

BIO-103-01L1-LAB Modern Biology I

	Student Name	Any student concerns?	Reasons for Concern (Pick at least one.)	Any additional comments? (Optional)
1	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	
2	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	
3	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	

- Complete the Progress Report for each student based on how they are doing in the term so far.
- For each student select whether you have any concerns.
 - If you select “yes” you must choose at least one reason for concern in the next column.
 - If you select “no” you cannot select any reason for concern in the next column.

- Reasons for Concern
 - This is a fixed list. If you have other concerns you would like to flag for a staff member, include them in the “additional comments” box.
- Additional comments
 - **NOTE:** While EAB Navigate is a secure system and FERPA compliant, **please do not write sensitive information in the comments.** Anything you write will be shared with a student if they request their student records from the Registrar.

Step 3: Saving and Submitting Your Work

At the bottom of your class rosters you will see two buttons for saving and submitting your work. **YOUR WORK WILL NOT AUTO-SAVE.** You must select one of these buttons to save your work.

The screenshot below shows you what this looks like.

Save my work but I'm not done.

This button will save and submit what you've filled in for specific students so far (you won't be able to revise the students you've already marked as having concerns or no concerns). You can re-use the same link in the progress report email to continue completing the progress reports for the rest of the students at a later time.

I'm all done. Submit unmarked students as no concerns.

This button will submit progress reports for ALL the students listed above. Any students that you are “unmarked” (meaning you didn't select whether you have concerns about them or not) will be submitted as “no concerns.” You will not be able to update progress reports for any students after submitting them.

- If you have completed **some** of the Progress Reports **but not all**, click the first button titled “Save my work but I’m not done.”
 - You can reuse the link from the email you received to access the rest of the Progress Reports at a later time.
 - **NOTE:** After clicking this button, you will be unable to edit any Progress Reports you have filled out so far. If you need to make revisions, contact earlyalert@jjay.cuny.edu.
- If you have completed **all** of the Progress Reports, click the second button titled “I’m all done. Submit unmarked students as no concerns.”
 - Any students who were left blank (unmarked students) will be submitted as if you had selected “no” in the “Any student concerns?” column.
 - **NOTE:** After clicking this button, you will be unable to edit any Progress Reports. If you need to make any revisions, contact earlyalert@jjay.cuny.edu.
- **YOUR WORK WILL NOT AUTO-SAVE.** You must select one of these buttons to save your work.

Step 4: What Comes Next

After you submit your Progress Reports, staff will review the feedback you’ve provided for each student. We will reach out to students you have indicated concerns for to discuss what is going on, point them to relevant resources, and help them come up with strategies for success.