

# Navigate Progress Report Process

- Gather Feedback on student performance and identify potential barriers to success
- Streamline progress report request processes by using a single request process via Navigate



1

## STAGE 01

Retention Director initiates progress report campaign in Navigate for select student population.

2

## STAGE 02

Faculty with student(s) form the population in their course(s) will receive an email with a link to the progress report submission platform in Navigate. Instructors need to enter values into at least one of the prompt fields to submit the report. **Prompts: current grade, number of absences, comments.**

3

## STAGE 03

Once instructor submits progress report, student receives an email notification and can view report details.

Reports can no longer be submitted after the close date. The reports can be submitted one at a time or all together.

4

## STAGE 04

Retention director works with departments/students support units on accessing reports as they are submitted.

5

## STAGE 05

Follow-up with students regarding reports.

