

## How to Create a Progress Report

The Navigate platform can be found at <https://www.uhd.edu/navigate> (note: you may want to use Google Chrome for your web browser as Internet Explorer has shown to have some issues with it). The platform uses single-sign on and so no additional account is required. Upon logging in, you will be taken to your home-page. The following are written instructions followed by screenshots to create an early alert or 'progress report' for any of your students. These can be at any time once the semester begins.

1. Login to the platform until you are at the **'Staff Home'**
2. Click on the text that says **'Staff Home'** and switch to **'Professor Home'**
3. Your courses will populate with a list of all of your students
4. Click on **'Progress Reports'** next to the course in question
5. You will see on screen instructions now to check the box next to the student(s) and click **'Action'** in the gray bar to make a progress report

Progress reports will be picked up by advisors, success coaches, tutors, and other support staff to reach out to students in efforts to help them. The more detailed the notes in the alert, the more information the staff have to work on. Once the alert is closed, you will receive an email with a conclusory outcome and final notes automatically to your UHD email.

**For screenshots, scroll to page 2.**

1) Login to Navigate from <https://www.uhd.edu/navigate>



Staff and Faculty Login

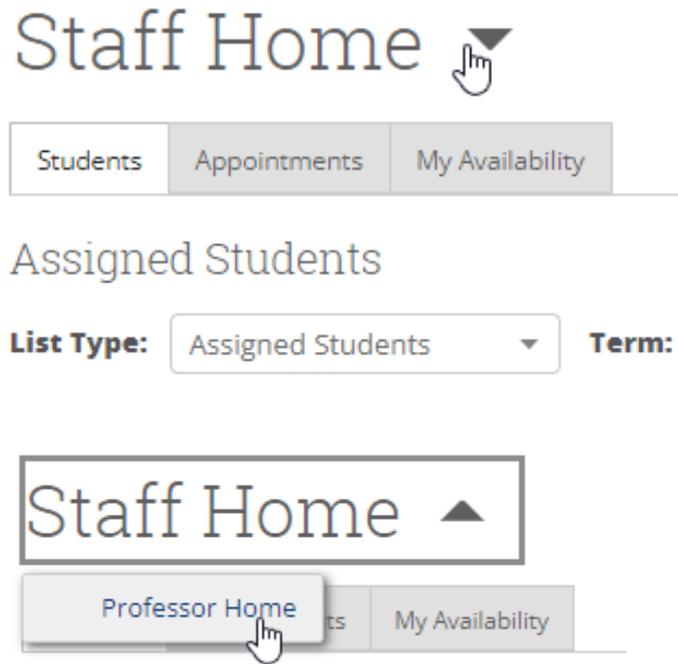
Login to NAVIGATOR

Login with your UHD username & password

Note: Access to EAB is contingent on access to PeopleSoft. If you don't currently have access to PS, please complete and submit the PS form.

**\*\*Data from NAVIGATE is for internal use only. For any official reporting, data should always be requested through the Office of Data Analytics & Institutional Research.\*\***

2) Click 'Staff Home' and switch to 'Professor Home'



3) Click 'Progress Reports' next to the course

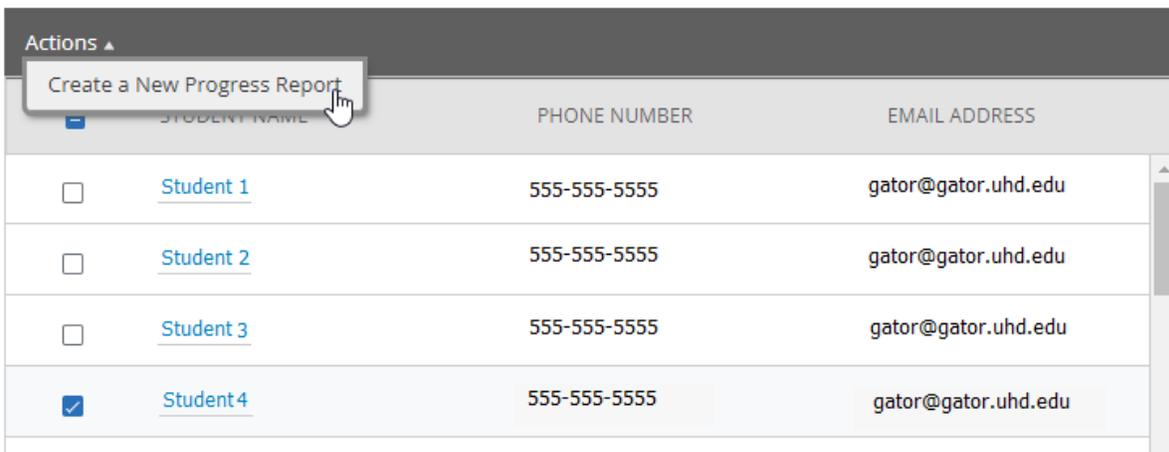
## Courses

Term: Spring 2022 (Current ... ▼)

COURSE NAME	TIME	ROOM	
(UHD-0001) First Year Course	MW 10:30am - 12:15pm CT	ACAD-A629	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(UHD-0001) First Year Course	TR 10:00am - 11:15am CT	ACAD-A619	<a href="#">Assignments</a> <a href="#">Progress Reports</a>
(UHD-0001) First Year Course	W 8:30am - 9:45am CT	ACAD-A425	<a href="#">Assignments</a> <a href="#">Progress Reports</a>

- 4) Follow onscreen instructions to select students by checking box next to their name and using the 'Actions' button in the dark gray bar to send the progress report

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.



The screenshot shows a table with four columns: a checkbox, 'STUDENT NAME', 'PHONE NUMBER', and 'EMAIL ADDRESS'. The 'Actions' dropdown menu is open, showing 'Create a New Progress Report' as the selected option. A mouse cursor is pointing at this option. The table contains four rows of student data, with the fourth row, 'Student 4', having its checkbox checked.

	STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS
<input type="checkbox"/>	<a href="#">Student 1</a>	555-555-5555	<a href="mailto:gator@gator.uhd.edu">gator@gator.uhd.edu</a>
<input type="checkbox"/>	<a href="#">Student 2</a>	555-555-5555	<a href="mailto:gator@gator.uhd.edu">gator@gator.uhd.edu</a>
<input type="checkbox"/>	<a href="#">Student 3</a>	555-555-5555	<a href="mailto:gator@gator.uhd.edu">gator@gator.uhd.edu</a>
<input checked="" type="checkbox"/>	<a href="#">Student 4</a>	555-555-5555	<a href="mailto:gator@gator.uhd.edu">gator@gator.uhd.edu</a>