

How to Create an Early Alert Progress Report

Early alert is an opportunity to identify students who may benefit from outreach from our advising and coaching teams. You can submit an early alert at any time after the semester begins.

To submit an early alert, complete the following steps (screenshots on following pages):

1. Go to the Navigate platform at <https://www.uhd.edu/navigate>
2. Login to the platform using your regular UHD credentials until you are at the **'Staff Home'**
3. Click on the text that says **'Staff Home'** and switch to
4. **'Professor Home'**. Your courses will populate with a list of all of your students
5. Click on **'Progress Reports'** next to the course in question
6. Follow the on screen instructions to check the box next to the student(s) and click **'Action'** in the gray bar and **'Create A New Progress Report'**, this will open the **'Add A New Progress Report' window**
7. Fill out the progress report as appropriate to the student's situation (please **provide as much detail** as you can about your concern)
8. At the end, **press the 'Submit Report' button**

Early alert 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.

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

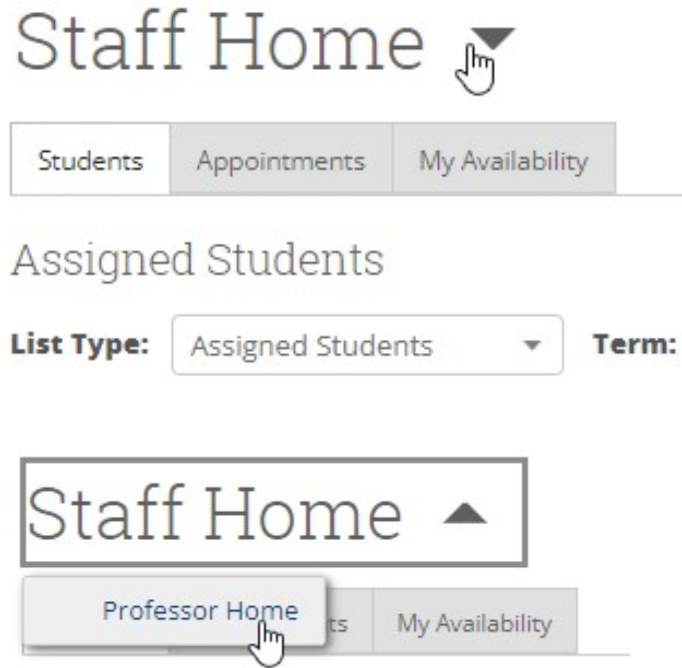


Login with your UHD username & password

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

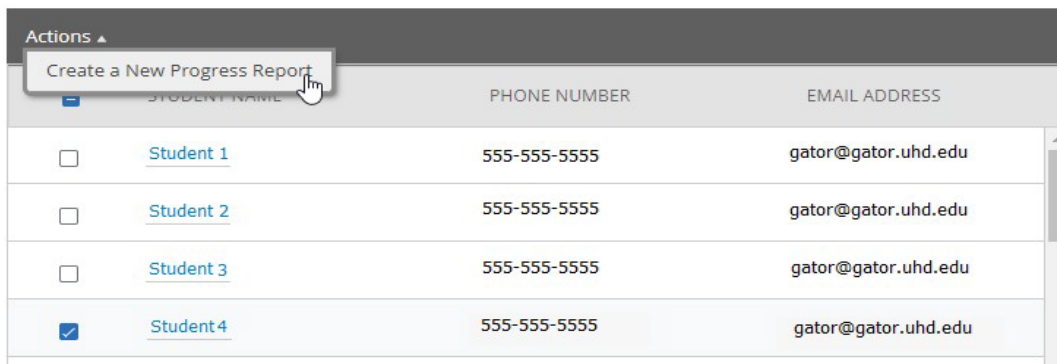
Courses

Term: Spring 2022 (Current ... ▾)

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

4) Follow onscreen instructions to select students by checking the box next to their name and using the 'Actions' button in the dark gray bar to open the Progress Report window

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.



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

5) Fill out the progress report as appropriate and click submit.

ADD A NEW PROGRESS REPORT ✕

At-Risk to Fail Your Class? Yes No

Alert Reasons (You must choose at-least one if the student is at risk)

Academic Performance (Please Provide Additional Comments)

How Many Absences?

Current Grade

Comments

Student has missed a few classes, one of which was an exam. I think they still have a chance to do well but they must really attend every remaining class and get at least a B in one of their next major assignments.

Flowchart of an Early Alert Progress Report

