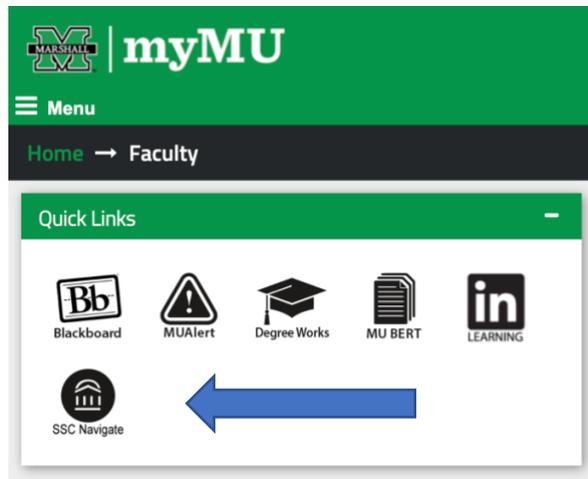


Ad-Hoc Progress Reports

Ad-hoc progress reports let faculty alert your support staff about a student who needs assistance at any time. Support staff will then process the progress reports and get the student the help they need.

To create a progress report for a student:

1. To access the Navigate platform login to your MyMU account: www.marshall.edu/mymu
2. Go into your faculty tab and click on the SSC Navigate link



3. Click the **Progress Reports** link next to the class for which you would like to submit Progress Reports.

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	
(JMC-101) Media Literacy	TR 9:30a-10:45a	Smith Hall-336	Progress Reports
(JMC-101) Media Literacy	TR 11:00a-12:15p	Smith Hall-336	Progress Reports
(JMC-345) Mass Comm Law and Ethics	MW 4:00p-5:15p	Smith Hall-336	Progress Reports
(JMC-480) Special Topics	TR 2:00p-3:15p	Smith Hall-336	Progress Reports
(JMC-480) Special Topics	TR 2:00p-3:15p	Smith Hall-336	Progress Reports
(JMC-580) Special Topics	TR 2:00p-3:15p	Smith Hall-336	Progress Reports

- On the **Progress Reports** screen, select the student for whom you would like to submit a report (if more than one student is selected all selected students receive the same report), and click **Actions** and then **Create a New Progress Report**.

•Progress Reports for JMC-101(Media Literacy)

STUDENT NAME	AT RISK	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
[REDACTED]	No		0		No real grades yet	02/03/2020 Details
[REDACTED]	No		1		No real grades yet	02/03/2020 Details
[REDACTED]	No		0		No real grades yet	02/03/2020 Details
[REDACTED]	No		0		No real grades yet	02/03/2020 Details
[REDACTED]	No		1		No real grades yet	02/03/2020 Details
[REDACTED]	No		0		No real grades yet	02/03/2020 Details
[REDACTED]	No		0		No real grades yet	02/03/2020 Details

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.

PHONE NUMBER	EMAIL ADDRESS
<input checked="" type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu
<input type="checkbox"/>	[REDACTED]@marshall.edu

- On the **Add a New Progress Report** dialog, enter the information regarding the student.

ADD A NEW PROGRESS REPORT ✕

Student Success Team should Yes No
contact student (see comments)

Alert Reasons (You must choose at least one if you select "Yes")

Comments

- Student Success Team should contact student (see comments)** - Use this field to indicate whether this student needs to be contact for support by a student support office (office will vary by alert reason).
 - If you click **Yes** – The appropriate office will be notified depending on the alert reason selected.
 - If you click **No** – The report is stored within the Navigate system viewable under the history tab.
- Alert Reason:** Select at least one reason for issuing this alert. Alert reasons are configured by your institution and can vary depending on week in semester.
 - Academic Performance Concern** – Students' academic advisor of record is notified. Alert is designed to initiate an intervention or begin the discussion of a need to drop a class. Please add comments to assist that conversation.
 - Enrollment Verification** – Office of the Registrar is notified - Used to notify the registrar of a student that has not attended a class.

- **Missing Textbook or Other Class Materials** – Office of Student Success is Notified - If a student is missing a textbook or online code/ anything required for the class that could cause them to fall behind.
 - **Personal Family Hardship** – Student Affairs and the Office of Student Success is notified. Student, or student's immediate family member, is experiencing issues with finances, illness, catastrophic event, etc.
 - **Refer to Career Education** – Office of Career Education is notified - Alert is designed to initiate a conversation about major or career assistance. Please add comments to assist that conversation.
 - **Refer to Counseling Center**– Counseling Center is notified - You directly observed or student has expressed a mental health concern.
 - **Technology Difficulties** – IT Service Desk is notified - Student does not have access, or has very limited access, to the technology needed to complete their course work- i.e., internet service, laptop, etc
 - **Total Withdrawal** – Office of Student Success is notified – this alert will assign a total withdrawal counselor to reach out to the student to begin the discussion of withdrawal for the semester.
 - **Other** - any other reason your student needs MU services. The comment box must be filled with this alert.
- **Additional Comments:** Enter comments in this box. Staff and faculty with permission can view the alert and its comments. There is no character limit to this field. The more information the better.

6. Click Submit report.