

Early Alert Progress Reporting Faculty FAQ

Fall 2025

Student Population: All enrolled First-Time Freshmen (FTF) advised through FYSSH

Faculty Involved: All faculty with FTF (advised through FYSSH) enrolled in course(s)

Open Date: Wednesday, September 3rd at 10am

Close Date: Wednesday, September 17th at midnight

1. When reporting opens, included faculty will receive an e-mail to submit the progress reports.
2. Click the "Begin Entering Student Feedback" link in the email to access the progress reports form that will include a roster of students in the identified population (note: this may not be all students enrolled in the course).
3. Under "Any Student Concerns" column, mark "Yes" if you have a concern and "No" for no concern. Select only 1 reason (most urgent) from the dropdown if you marked "Yes".

Student Name	Any Student Concerns?	Alert Reasons (You must choose at least one if you have a concern)	How Many Absences?	Current Grade	Comments
1	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
3	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

4. If known, enter their number of absences and/or current grade - *these two columns are optional*.
5. Enter any comments that could benefit student support staff conducting outreach.
6. There are two submission options available.
 - a. "Submit only marked students" will allow you to return and submit additional reports.
 - b. "Submit unmarked students as no feedback". Unmarked students will be noted as "no concerns"**Note:** Progress reports cannot be reopened once they have been submitted.

Important Notes on Alerts and Referrals:

When selecting a "reason" for marking a student as "of concern" you'll see a number of options. Some are simply the **reason itself (e.g. Attendance Concern)** while others will be marked as **"Refer to..."** with a campus resource (e.g. Tutoring). It is important to know the difference:

- Selecting a simple **"Alert"** reason (e.g., Attendance Concern") will result in direct outreach (phone and/or e-mail) from a member of the student's care team. You will receive an update via e-mail regardless if contact is made or if outreach is not successful.
- Selecting a **"Refer to..."** reason will result in the student immediately receiving an e-mail with information about that service (and that you are encouraging them to use it). They will also receive a follow-up e-mail from someone in that office. You will be notified via e-mail if they complete a meeting/appointment with that resource.
- ****Faculty will only be surveyed on (FYSSH) FTF enrolled in their course, but they are encouraged to submit alerts/referrals for any upper-class students of concern in Navigate.**