

Progress Report Campaign-Instructions for Beginning of Semester Enrollment Reporting

We have used a Progress Report Campaign to simplify reporting students who are not attending/stopped attending classes leading up to the Census.

Faculty receive an email through Navigate from Nadira Dookharan, Registrar. This email contains a direct link to their Navigate account and a fast way to review their rosters and report attendance concerns.

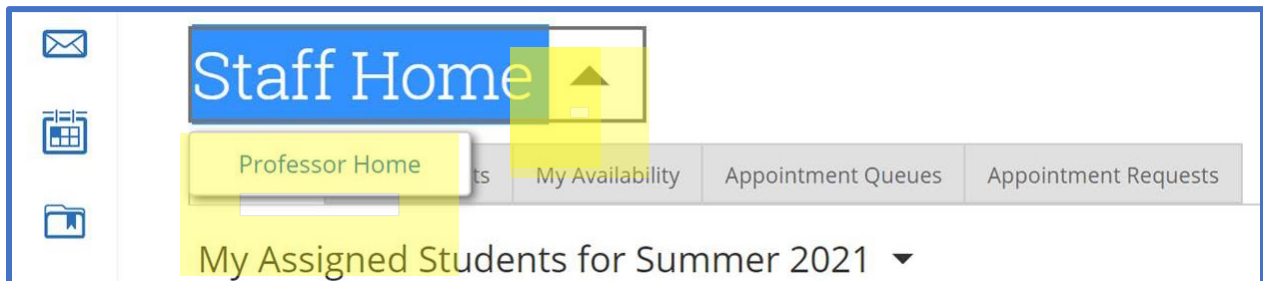
The Navigate email address and subject appear as:

From: Nadira Dookharan <conversations@gradesfirst.com> on behalf of Nadira Dookharan <dookharann@support.wit.edu>

Subject: Fall 2023 Enrollment Roster Verification

Embedded in the email is a direct Navigate link: [Click to Begin Entering Student Feedback](#)

You will be logged into your Navigate account when you click the link. You may need to change your role from Staff to Professor. Do this by using the toggle arrow and selecting Professor Home.



You will see this message in your professor role: click “Fill Out Progress Reports.”

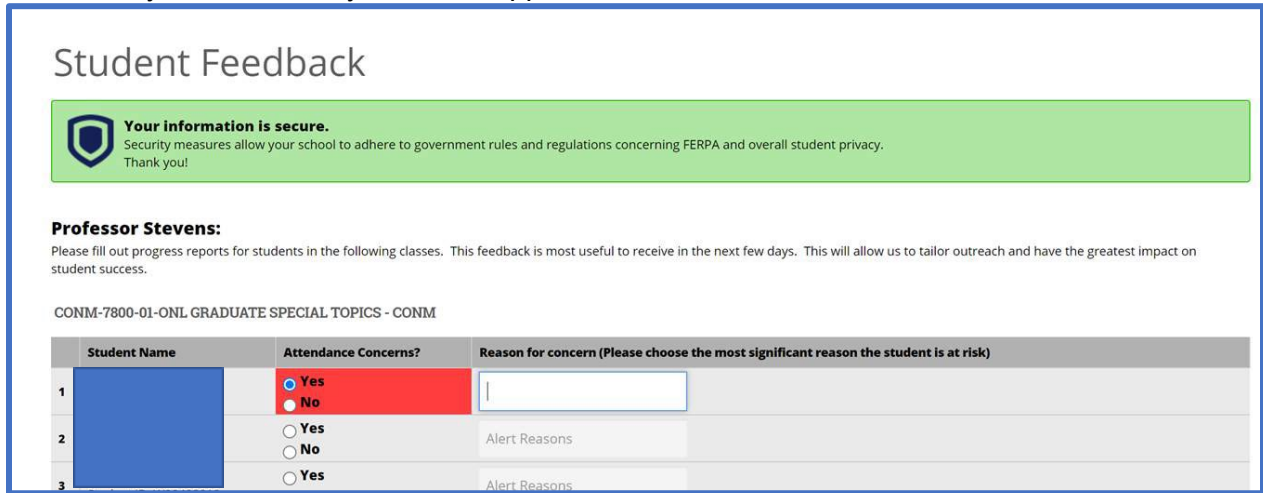


Professor Home ▾

please respond to the following progress report request(s):

- would like you to complete 57 progress report(s) by **Wednesday, May 19, 2021** [Fill Out Progress Reports](#)

A list of all your students by class will appear:



Student Feedback

Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

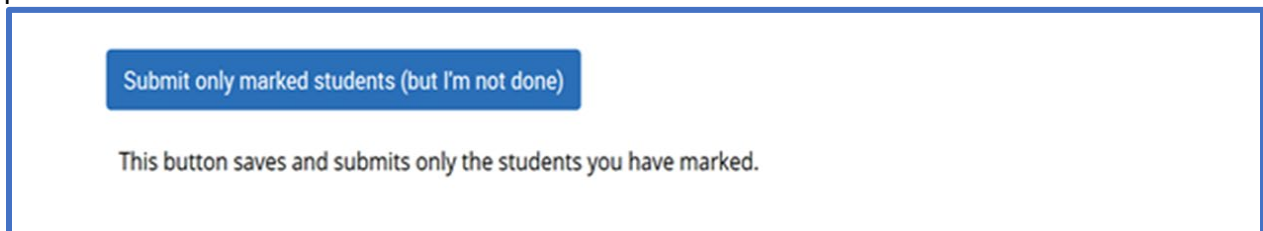
Professor Stevens:
Please fill out progress reports for students in the following classes. This feedback is most useful to receive in the next few days. This will allow us to tailor outreach and have the greatest impact on student success.

CONM-7800-01-ONL GRADUATE SPECIAL TOPICS - CONM

Student Name	Attendance Concerns?	Reason for concern (Please choose the most significant reason the student is at risk)
1	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
2	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons
3	<input type="radio"/> Yes	Alert Reasons

- **Attendance Concerns? Column** -Choose Yes if the student has Never Attended or Stopped Attending
- **Reason for Concern** -Choose a.) Student Never Attended or b.) Student Stopped Attending
- **Comments Column** -please enter any information related to student enrollment. Students will see these comments.

You will see a Submit button at the end of your student list. This button submits progress reports for the students you marked with an Attendance Concern. The rest of your students will remain on the list, and you can submit Progress Reports through the enrollment reporting period.



[Submit only marked students \(but I'm not done\)](#)

This button saves and submits only the students you have marked.