JSU Navigate

Faculty Feedback Reports for Progress Report Campaigns

Progress Report Campaigns are an Early Alert System that will help faculty/staff identify students at-risk of failing their course early in the semester. These reports will allow JSU to provide students with the support and resources needed for academic success.

There will be **3 Progress Report Campaigns run throughout the semester**. These PRCs will monitor students who are categorized as Conditionally Admitted Students, Academic Warning, Academic Probation, Bridge Program, Student-Athletes, Post-Traditional Students, Disability Resource Students, Honors Program, Greek Organizations, Graduate Students, and more.

Steps for Completing a Progress Report Campaign:

1. When a Progress Report Campaign is initiated, **instructors will receive a feedback notification email**. This email includes a direct link to the Progress Report screen where you can enter your feedback.
   - *This link expires on the date listed in the email. After this date, the campaign is over and you will no longer be able to complete your feedback. Be sure to complete your student feedback on or before this date.*

   > **Primary Instructor Note:** If you receive a feedback request for a course where you are the primary instructor and have either an additional instructor or Gradaute Teaching Assistant for the course, you can forward the Feedback Notification Email to the appropriate instructor/GTA and they will be able to complete the report using the following steps.

2. **Click on the link in the request notification email** to view the Student Feedback screen **and start entering your feedback**. Alert Reason will be required when marking a student At-Risk.
3. **Select either "Submit only marked students (but I'm not done) or "Submit unmarked students as not At-Risk (I'm all done).**
   - "Submit only marked student (but I'm not done)" – Allows you to submit only the students you have marked on the report. This can be helpful if you only have time to fill out part of the feedback form and plan to finish the report later.
   - "Submit unmarked students as not At-Risk (I'm all don)" – After you've entered all your feedback and marked certain students at-risk, you can use this option to mark the remaining students as not at-risk and complete your feedback report.
4. Once your feedback is submitted **you will receive a notification email that your progress report has been received**.