

EAB Progress Reports

The Progress Reporting system allows faculty to gather feedback on student performance and identify potential barriers to support undergraduate students who are struggling academically early enough in the semester to help them find the resources they need to be successful at ASU.

To begin we will engage in two types of Early Intervention Progress Reports: **Early Alert (Week 4)** and **Post Mid-term Alert (Week 12)**.

To access to EAB Navigate, visit <https://asurams.campus.eab.com> , and use your ASU username and password.

Faculty will follow the Early Intervention Reporting Schedule for Spring 2020:

- ✓ **(Week 3)** Attendance Verification
- ✓ **(Week 4)** Early Alert Progress Report**—Faculty is asked to simply select “Yes” for each student that is At-Risk to fail their course.
Reporting period OPENS on February 3, 2020 and CLOSES on February 10, 2020.
- ✓ **(Week 9)** Mid-term grades—Mid-term assessments will be held during this week of spring semester. The grade submission process remains the same via Banner.
- ✓ **(Week 12) Post Mid-Term Report**—Faculty will receive an email will be sent to faculty asking them to continue to identify students who are at-risk and select “Yes” for each student who is not at risk. This is important as it provides verification that the student is not having academic issues as of the end of the Intervention Period.
Reporting period OPENS on March 30, 2020 and CLOSES April 6, 2020.

**During Week 4 of the term, faculty are asked to simply select “Yes” for each student that is at-risk to fail their course. It is also necessary to select the appropriate reason(s) that the student is at-risk (i.e. Low Grades; Has Not Purchased Textbook; Missed Exams/Quizzes/Papers; Needs Tutoring, etc.). At this point in the term, it is only necessary to identify those who are having challenges with the course. Once the challenges are identified, the appropriate area will receive notification and make contact with the student. For example, if the student is at-risk because they “Need Tutoring”, notifications will be forwarded to the Academic Success Center. In turn, the center staff will make provisions for the student to receive tutoring, participate in study table, etc. Follow-through will occur to ensure the student has attended tutoring sessions.

Quick Steps for Faculty to Respond to Progress Report Requests

Step 1:

ASU faculty will receive email requests from their ASU email accounts to submit Progress Reports. The email will have a link to the Progress Report Feedback form. If they teach multiple courses and/or sections these will all appear on one page through the one link.

You can also submit progress reports from the platform from the Professor Home page. That will lead to the same feedback form.

The screenshot shows the 'Professor Home' interface. At the top, it says 'Professor Home' with a dropdown arrow. Below that is a yellow banner with the text: 'Kirsten, please respond to the following progress report request(s):'. There are three items in the list, each with a 'Fill Out Progress Reports' button:

- Support 435 would like you to complete 6 progress report(s) by **Sunday, December 24, 2017**
- Katherine Matthews would like you to complete 6 progress report(s) by **Tuesday, April 30, 2019**
- Kirsten Smith would like you to complete 6 progress report(s) by **Monday, January 15, 2018**

Below the banner is a 'Class Listing' section with a table:

CLASS NAME	TIME	ROOM	
(3DS-4940) SCULPTURE PORTFOLIO I	TR 11:00a-1:50p	NAPPL	Assignments Progress Reports

At the bottom of the screenshot is a 'Students In My Classes' section with an 'Actions' dropdown menu.

On the EAB homepage, faculty can click the tab on the left side titled “Campaign” () and will see their Progress Reports Campaign you will need to fill out the following fields on your students.

Step 2:

An example of what a Feedback Form looks like is shown below for what the process requires.

The screenshot shows a feedback form for 'Professor Lynch'. The title is 'Professor Lynch:' and the subtitle is 'You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.' The class is 'ACCT225-6 INTRO TO FINANCIAL ACCT'. The form has a table with the following columns: Student Name, At-Risk to Fail Your Class?, Alert Reasons (You must choose at least one if the student is at risk), Absences, Grade, and Comments.

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	Absences	Grade	Comments
1 Kelley, Chris Student ID: 1163221	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Mopar, Roy Student ID: 1163147	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3:

Faculty will need to complete the listed fields for your students.

- **At-Risk to Fail Your Class?** - Use this field to indicate whether this student is currently at-risk to fail your class.
- **Alert Reasons-** This field is only used if the At-Risk field was selected as “Yes”. If “Yes”, then the faculty must select a reason from the list below.
 1. **Absences/ Missed online activities**
 2. **Disposition/ Attitude**
 3. **Failed Quiz/ Exam**
 4. **Late/ Missing Assignments**
 5. **Mid-Term Deficiency (D/F/W)**
 6. **No Book(s)/ Missing Materials**
 7. **Other (Please Explain in Detail)**
- **Absences-** The number of absences this student has accumulated thus far.
- **Current Grade** - The grade the student has earned in this course.
- **Comments-** Enter a narrative regarding how this student is progressing in their course. As with any narrative comment, the more complete the better.

Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button** if you will return to fill out more progress reports later OR click **Submit unmarked students as not At-Risk (I'm all done) button**. This option gives you the option to only manually mark students who are at risk and automatically mark everyone else not at risk when you click this button.

Note: ‘Submit unmarked students as not At-Risk (I’m all done)’ is also the button you select when you are done filling out Progress Reports, even if you have marked every student individually.

Important Spring 2020 submission dates:

Attendance Verification	January 27, 2020
Progress Report Week 4	February 3-February 10, 2020
Mid-Term grade submission	March 16, 2020
Progress Report Week 12	March 30 – April 6, 2020
Final grade submission	May 11, 2020