EAB Progress Reports

All ASU Faculty will be able to utilize the new feature for **Early Intervention Progress Reports (EAB Navigate)**. Currently, faculty have the capability to submit early alerts through the EAB Navigate system. 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 2022:

- ✓ **(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 4, 2022 and CLOSES on February 11, 2022.
- ✓ **(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 April 1, 2022 and CLOSES April 8, 2022.

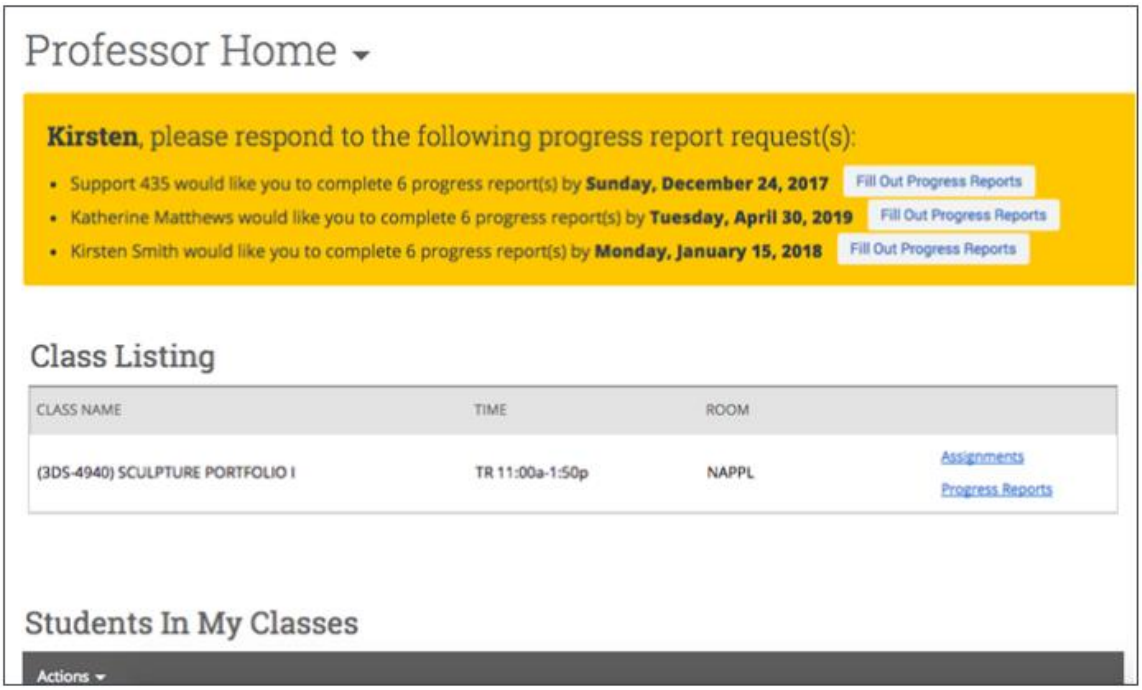
****During Week 4 of the term, faculty are asked to simply select "Yes" for each student that is at-risk to fail their course.** It is also necessary to select the appropriate reason(s) that the student is at-risk (i.e. Low Grades; Has Not Purchased Textbook; Missed Exams/Quizzes/Papers; Needs Tutoring, 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.



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.

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/instructor must select a reason from the list below.

1. **Academic Support Referral**
2. **Alert Reason is Not Listed**
3. **Attendance/ Online Alert (Warning)**
4. **Chronic Absences (Concern)**
5. **Disposition/ Attitude**
6. **Failed Quiz/ Exam**
7. **Individual Success Consultation Referral**
8. **Late/ Missing Assignments**
9. **Tutor Candidate Referral**
10. **No Book(s)/ Missing Materials**
11. **Well-being**

- **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.