

Beginning Spring 2020, 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 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 “No” 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.