

# Creating Ad-Hoc Progress Reports

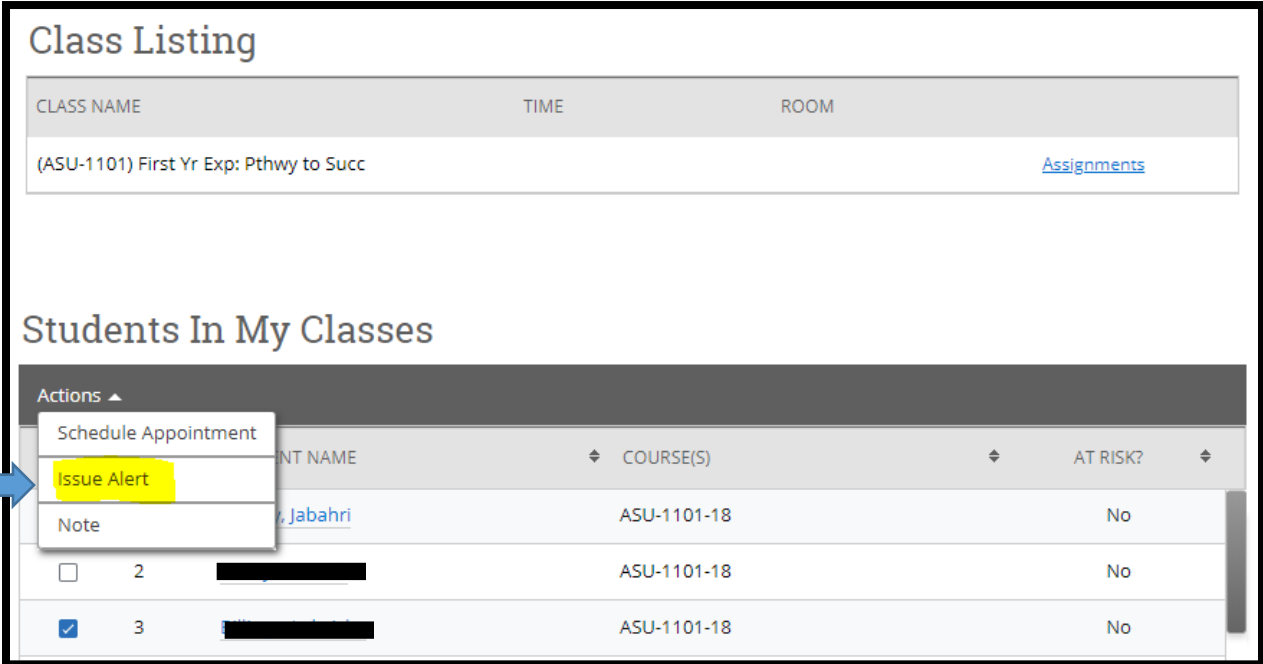
**Intro:** Ad-Hoc Progress Reports simply refers to current students who will need to be identified for early intervention. ASU faculty and instructors can now access the EAB platform to create and submit a progress report at any time, even without prompting through a progress report campaign. These are called “Ad-hoc Progress Report”.

## How Faculty Create an Ad-Hoc Progress Report

Most staff will receive email requests 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. The instructional text, the column header titles, and the alert reasons can all be customized by your institution.

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

**\*\*Simply select the check box to each student(s) name, select “Actions” and then “Issue Alert” to create an Ad-Hoc Progress Report.**



The screenshot displays the EAB platform interface. At the top, there is a 'Class Listing' section with a table containing one row: (ASU-1101) First Yr Exp: Pthwy to Succ, with a link to 'Assignments'. Below this is the 'Students In My Classes' section, which features a table with columns for 'STUDENT NAME', 'COURSE(S)', and 'AT RISK?'. An 'Actions' dropdown menu is open over the table, with 'Issue Alert' highlighted. A blue arrow points to the 'Issue Alert' option. The table contains three rows of student data, with the third row having a checked checkbox in the first column.

CLASS NAME	TIME	ROOM
(ASU-1101) First Yr Exp: Pthwy to Succ		

STUDENT NAME	COURSE(S)	AT RISK?
Jabahri	ASU-1101-18	No
	ASU-1101-18	No
	ASU-1101-18	No

When the campaign is created and sent, staff will receive an email and notification very similar to the one you receive for progress reports.

A new window will open with prompts to submit feedback on this student. The information available to include in this Progress Report is the same as from a progress report campaign, and looks like the following.

**Note:** The email to the student will come from the creator of the Ad-Hoc Progress Report, e.g. the professor creating the report.

ISSUE ALERT

Student [REDACTED]

Please select the reason you believe this student needs assistance

Is this alert associated with a specific class?

Additional Comments

Cancel

Hit “*Submit*” and an ad-hoc progress report will be saved for those students.

## How Students Respond to Appointment Campaigns

Students will get an email when an appointment campaign including them is created. The email will include a link the student uses to schedule an appointment.

## **Frequently Asked Questions**

### **Is it possible to retroactively add faculty responses to a Progress Report campaign after the campaign has closed?**

You can go to '*Progress Reports not yet received*' tab, select the professor(s), click resend request and scroll down to extend the expiration date of the Progress Report campaign. That professor can then add their responses.

### **What is the character limit for the Comment field when faculty fills out Progress Reports?**

The limit is 65,535 characters.

### **At what time of day does a Progress Report Campaign expire?**

For a Progress Report Campaign, the expiration is set to 12 AM at the BEGINNING of the specified day for EST zone. This means that if the date specified on the application is 8/24/2019 then the Progress Report Campaign expires on at 12:00 AM on 8/24/2019.

### **Why can't I submit my Progress Report?**

There are a number of potential reasons, but one is if you are unable to set an Alert Reason for the student after marking a student at-risk. You must always add an Alert Reason when marking a student at-risk on a Progress Report if your Progress Report is configured to have Alert Reasons.

### **How customizable can you make Campaign Appointment lengths?**

We have selected the appointment lengths that are the most popular with our members and at this time have no plans to expand these options to e.g., 75 minutes.

### **How do Appointment Campaigns work in Navigate Student?**

If an Appointment Campaign is made in Navigate, it will NOT prompt a student to schedule an appointment in Navigate Student. This communication will only be sent to a student's email via a link. Once a student schedules an appointment, the appointment will then show up on the Student's Path.