

EAB Navigate360: How to Submit Progress Reports Outside of a Campaign

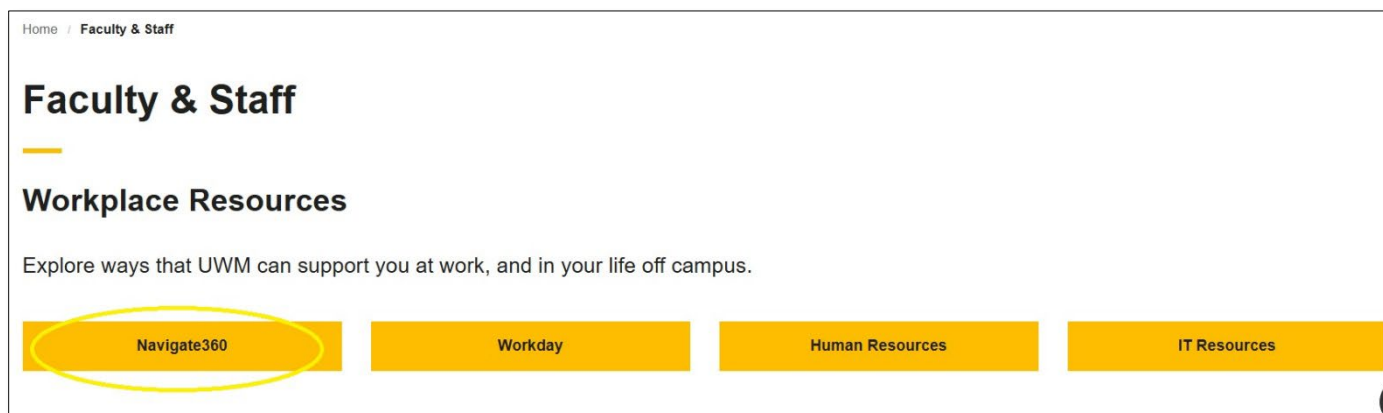
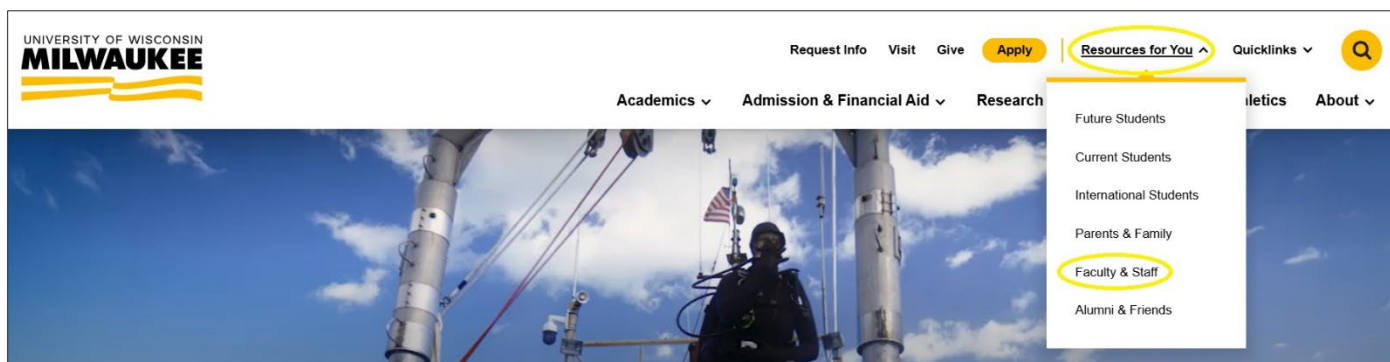
[Video Tutorial Available Here](#)

Progress Reports provide students with an indication of their academic performance. All instructors will receive a request and unique link from the Navigate360 Leadership Team during the Progress Report Campaign to submit progress reports. However, instructors can submit ad hoc (*as needed*) progress reports or alerts for a student at any time inside or outside the campaign window.

1. First, log into Navigate360 using your ePanther login information. The best way to log in is by using the direct Navigate360 Staff URL: <https://uwmilwaukee.campus.eab.com/>.

IMPORTANT: Save this link as a Favorite/Bookmark on your browser. For the best user experience use Chrome, Edge, or Firefox.

2. You can also log in from the UWM campus homepage (<https://uwm.edu/>). In the top row of links, click on **Resources for You**, then select **Faculty & Staff**. From the Faculty & Staff webpage under **Workplace Resources**, select Navigate360 and log in using your ePanther login information.



3. Once logged into your Navigate360 Professor homepage, click on the hyperlinked **Progress Report** next to the Course and Section that you would like to begin submitting ad hoc (*as needed*) progress reports for.

UNIVERSITY OF WISCONSIN MILWAUKEE

NAVIGATE

Professor Home

Courses

Term: Fall 2023 (Default Term)

| COURSE NAME | DAYS/TIMES |
|-----------------------------|---|
| UWM History 101-Section 414 | 09/05/2023 - 12/14/2023 F 10:00am - 11:15am CT ONLINE WEB |

[Progress Reports](#)

4. On this page, scroll down to the bottom half of the screen where it says **Use the Checkboxes to Select Students...** and select at least one student's name, then click **Actions** > **Create a New Progress Report**.

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.

Actions

Create a New Progress Report

| STUDENT NAME | PHONE NUMBER | EMAIL ADDRESS |
|--------------------------|--------------|---------------|
| <input type="checkbox"/> | | @uwm.edu |
| <input type="checkbox"/> | | @uwm.edu |
| <input type="checkbox"/> | | @uwm.edu |
| <input type="checkbox"/> | | @uwm.edu |
| <input type="checkbox"/> | | @uwm.edu |

5. A new window to **Add a New Progress Report** will open, and you can provide details regarding the selected student's academic performance. Please provide Comments to give supplemental context for the alert. Your comments are viewable to students in the Navigate360 Student app. Provide a level of detail that would be helpful to the student, along with members of their Success Team (e.g., Academic Advisor, Success Coach, etc.)

The screenshot shows a modal window titled "ADD A NEW PROGRESS REPORT" with a close button (X) in the top right corner. The form contains the following fields and controls:

- A question "Unsatisfactory academic performance?" with two radio button options: "Yes" and "No". The "No" option is selected.
- An "Alert Reasons" section with a text input field labeled "Alert Reasons" and a note: "Alert Reasons (You must choose at-least one for unsatisfactory academic performance)".
- A "How Many Absences?" text input field.
- A "Current Grade" dropdown menu with "Please Select" as the current selection.
- A "Comments" section with a large text area for input.
- At the bottom right, there are two buttons: "Submit Report" (in blue) and "Cancel".

6. Finally, click **Submit Report** to log your ad hoc (*as needed*) Progress Report.