



EAB



FHSU EAB Navigate360 Progress Reports

Instructors will receive an email from Kathleen Cook <conversations@navigate.eab.com> Approximately the 4th week and 10th week of the semester. The first progress report is open 2 - 3 weeks and is designed to give initial feedback for the semester. The second progress report is open for 1 week prior to the deadline to withdrawal in full semester courses.

Subject: FHSU Early Tiger Alert - Complete your 4th Week Progress Reports!

CAUTION: This email originated from outside of Fort Hays State University. Do not click on links or open attachments unless you recognize the sender and know the content is safe.



FORT HAYS STATE
UNIVERSITY

Student Feedback Request

Dear Professor

We are utilizing Navigate360 for Early Tiger Alert's to help with retention at FHSU!

Select the link to begin entering Feedback

[Click to Begin Entering Student Feedback](#)

The link above expires on 02/24/2025. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

<https://fhsu.campus.eab.com/e/nDQbkwwk-R>

If you can not locate your email, you can login (with your TigerNet ID and password) directly to EAB Navigate360 at <https://fhsu.campus.eab.com/>. On the

Professor Home ▾ menu, you can select

Fill Out Progress Reports

on the gold banner.

The banner will say you have (a number) of progress reports to complete and will give you a deadline. The number of progress reports is the number of students enrolled in your courses.



Completing your Progress Reports

	Student Name	Do you have any concerns about this student's course performance?	Alert Reasons (You must choose at least one if you answered yes)	How Many Absences?	Current Grade	Comments
1	Byard, Smith Student ID: 304605488	☐ Yes ☐ No	Alert Reasons			
2	Czyrnik, Brown Student ID: 197605096	☐ Yes ☐ No	Alert Reasons			
3	Dellavadova, Matthew Student ID: 999999	☐ Yes ☐ No	Alert Reasons			
4	Malchow, Smith Student ID: 824676013	☐ Yes ☐ No	Alert Reasons			

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

You can select Positive, Neutral or Negative Feedback for a student performance.

If you are concerned about the student's performance in your course, please select "Yes" in the column to the right of the student name. Then you select an alert reason. Please select one alert reason. If you select two, the student will get multiple emails. All alert reasons will send an automatic email to the student. The "Absences" and "Current Grade" columns are optional, but are helpful to staff. Please complete the "Comments" column if you are issuing an alert. These comments are not visible to students and are utilized for staff communication and follow up with the student.

If you do not want to give positive feedback and you have no concerns, you can leave your progress reports blank and select the 2nd blue button

Submit unmarked students as not At-Risk (I'm all done)

If you would like to submit a few alerts now and come back to your progress reports, select the first blue button.

Submit only marked students (but I'm not done)

What happens after the alert is issued? If the alert reason opened a Case. Then on day 1, a survey is sent to check-in via Navigate360. This survey asks if the student needs additional support or help. If we do not receive a response, the student will get an individual text message on Day 3 after the alert. If there is no response, the student will receive a call from our team on Day 5. After we talk to a student we may also submit additional referrals (Residential life, Student Engagement, Health and Wellness, etc.). Within 2 weeks, the alert issuer will receive an email with the close case reason and notes.

If you have any questions, email Navigate360@fhsu.edu