



## Early Alert Progress Reports

Early Alert Progress Reports are utilized at Georgia College to help facilitate earlier intervention with students. These reports allow advisors to connect students to needed resources or address roadblocks that may hinder success a full month prior to midterm grades.

### How Faculty Respond to Progress Report Requests

Faculty will receive email requests to submit Progress Reports. The email will have a link to the Progress Report Feedback form. If you teach multiple courses and/or sections these will all appear on one page through the one link.



### Student Feedback Request

Dear Professor [REDACTED]

The Academic Advising Center will use the progress reports in our EAB Navigate platform to identify first-year students who may need additional support in the transition from high school to college. Research shows the first six weeks is indicative of student success and these progress reports in the third week allow for early intervention by advisors and referrals to other

[Click to Begin Entering Student Feedback](#)

The link above expires on [REDACTED] 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://georgiacollege.campus.eab.com/e/3H0AoN17xH>

An example of what a Feedback Form looks like is shown below.

## Student Feedback



### Your information is secure.

Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

### Professor [REDACTED]

You have been asked to fill out progress reports for students in the following classes. Please update each student based on your best knowledge of their performance at this point in the term.

GCSU-0001-01 First Year Academic Seminar

	Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Anticipated Grade	Comments (Do not disclose sensitive information)
1	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
3	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
4	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
5	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
6	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
7	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
8	[REDACTED]	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

You will be asked to fill out the following fields on your students.

- **At-Risk to Fail Your Class?** –

Given how early it is in the semester, we are not asking if students are at-risk of failing from actual earned grades. We would like to know if students are exhibiting behaviors that are potential indicators of course failure. Examples include absences from class, missed assignments, or disengagement from class activities or discussions.

This will give us the opportunity to strengthen our support of student and to connect them to campus resources a month earlier than midterm grade feedback.

*You do not have to mark each student individually, you may mark just the at-risk students. If you have no students at-risk in your class you can skip to the submit option.*

- **Alert Reasons-** This field is only used if the At-Risk field was selected as “Yes”. If “Yes”, then the faculty must select a reason. You may select multiple reasons as well.
- **Absences-** The number of absences this student has accumulated thus far. (You may leave blank)
- **Current Grade -** The grade the student has earned in this course. (You may leave blank)
- **Comments-** Enter a narrative regarding how this student is progressing in their course. As with any narrative comment, the more complete the better.

This is an example of a student that has been marked at-risk in the progress report.

At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Anticipated Grade	Comments (Do not disclose sensitive information)
<input checked="" type="radio"/> <b>Yes</b> <input type="radio"/> <b>No</b>	<input type="checkbox"/> Frequently Absent <input type="checkbox"/> Missing Assignments	<input type="text"/>	<input type="text"/>	<input type="text" value="Student has not turned in any assignments"/>

Once complete you can:

1. **Submit only marked students (but I'm not done) button** if you will return to fill out more progress reports later

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

2. **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.

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

**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.

You will receive an email confirmation after successfully submitting your progress reports:



## **Progress Report Received**