**How Faculty Respond to Progress Report Requests/Campaigns**

The email faculty receive from OSS will have a link to the Progress Report Feedback form. If faculty teach multiple courses and/or sections these will all appear on one page through the one link.

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

Once you click a Progress Reports link, you will need to fill out the following fields on your students.

* **Do you have feedback to provide on this student?** - Check this field to proceed with selecting alert reasons and entering comments.
* **Alert Reasons**- Select a reason for providing feedback on your students.
* **Comments**- Enter comments regarding how the student is progressing in your course.  As with any comment, the more complete the better.

Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button**if you will return to fill out more progress reports later OR click **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.

**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.

**How Faculty Submit Ad-Hoc feedback outside of Progress Report Campaigns**

Faculty can provide feedback on their students without responding to a progress report email/campaign. It is possible for faculty to provide positive feedback on students in addition to feedback that is more punitive in nature.

To enter ad-hoc feedback on students:

1. From the Professor Home screen, click the **Issue an Alert** link within the **Actions** section/box in the top-right portion of the screen.
2. Enter the student’s name in the **Student** field of the **Issue an Alert** dialog box

Alternatively, you can select individual students from your course roster(s) on the Professor Home screen and select **Issue Alert** from the **Actions** drop down menu.

1. Select an **Alert Reason**  in the field labeled **Please select the reason you believe this student needs assistance** (the wording can be a bit counter-intuitive, but it is possible to select a positive alert reason such as “Keep up the good work” from this field).
2. Select the specific class your alert is associated with from the next drop-down menu in the **Issue an Alert** dialog box (note that this step isn’t necessary if you selected student(s) from your course roster(s)).
3. Enter comments in the **Additional Comments** text box.
4. Click the **Submit** button.

**\*Faculty, you can view alerts you have submitted through progress report campaigns or through ad-hoc feedback from your professor home page within**[**Navigate**](https://umt.campus.eab.com/)**\***