

Instructor Guide for Progress Reports

SUBMIT ALL THREE PROGRESS REPORT CAMPAIGNS

Progress reports are lists of your students sent out in three campaigns.

As an instructor, you select alerts, kudos, or referrals for your students.

Weeks 1-3 Aug 24-Sep 13

Focus is on attendance and early missed assignments. Note no “In Danger of Failing” alert therefore no cases generated.

Weeks 6-8 Sept 28-Oct 18

Focus is on getting students help when struggling with academics.

Weeks 11-12 Nov 2-Nov15

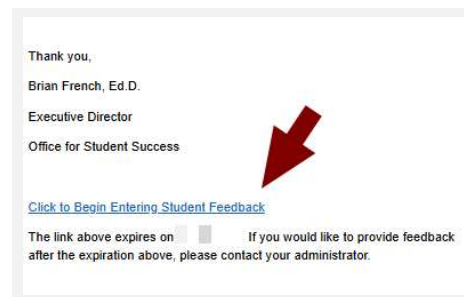
Focus is on student ending the semester well or adjusting plans as needed.

WHO PARTICIPATES AND WHAT IS EARLY ALERT?

If you teach a first-year course required for a student's major, you are part of UM's Early Alert system. Early Alerts help instructors connect students with support before small concerns become larger barriers.

WHAT TO DO

- 1 Watch your UM email**
 Look for an email with the subject “Week X Progress Report Campaign” from Brian French. Additional information and links will be provided in the email.
- 2 Open the personalized link at the bottom of the email**
 Select “Click to Begin Entering Student Feedback.”
- 3 Review your class list**
 The list reflects students enrolled **when the email was generated**.
- 4 Enter feedback**
 Select alerts and referrals for students.
- 5 Leave a comment**
 Comments from the progress report will be included in the student email.
- 6 Submit the form**
 Even if you select no alerts for any student, please submit the form.



ALERTS AND REFERRALS

** This alert or referral creates a **case**

Academic concerns:

- Attendance or Class Participation/No Show
- Low Quiz/Test Scores
- Missing/Late Assignments
- In Danger of Failing**

Kudos:

- Keep Up the Good Work
- Outstanding Academic Performance

Other:

- Career referral**
- Behavioral concerns**
- Basic needs referral (food/housing)**
- General wellness referral**

ALERTS VS CASES

An **alert** gives an advisor or support staff insight into how a student is doing which can be discussed next time they meet with the student.

A **case** is intended for specific follow-up. An advisor or other support staff reaches out to the student to check in with them and provide guidance.

VISIT <https://www.umt.edu/navigate/early-alert> for more details.