





with an academic concern. If you select “Yes,” you must select at least one “Academic Concern.”

**NOTE:** the student as having an Academic Concern. An EAB Alert will be sent to the student and their assigned advisor and faculty mentor).

*students not having an Academic Concern.*

Instructors have two submission options at the bottom of the Progress Report submission form.

**do not have an academic concern, select the 2<sup>nd</sup> option - Submit unmarked students as not having an Academic Concern.**

**2<sup>nd</sup> Option Example:** If you have 100 students and only 5 have an academic concern, you can select “Yes” for the 5 with concerns, then scroll to the bottom and select **Submit unmarked**

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.





Once you have successfully completed and submitted your Progress Report request(s), you will receive a “Thank You” email.

**NOTE:** An EAB Alert message is sent to the students with academic concerns noted and their support team-advisor, faculty mentor, etc.

When you indicate a student as having an “Academic Concern” and submit a Progress Report, the student is automatically sent an email:

Students are notified that a Progress Report Alert was submitted by you.

The Alert Reason(s) is included in the notice/email message sent to the student.

**The Comments you included are NOT sent to students.** Comments are used to guide advisors and student support staff with appropriate follow-up and referrals for students.

The notification/email message sent to students encourages them to contact you for guidance or to utilize appropriate support services. The message may also instruct students to contact their academic advisor and support team for assistance.

The advisor and faculty mentors of the student are notified of the alert.

The academic alert and messages are noted ~~4~~ 1 ~~2~~ 1 ~~0~~ AoTE