

Using Progress Reports to submit feedback for students at any time

User Guide – February 2024

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A Progress Report is a way that professors can indicate how specific students are doing in class. Faculty members may be prompted by their Department Chair, Program Coordinator, or other University administrator via email to complete an Early Alert or a mid-semester Progress Report, **or they may login to [RU-N4Success/Navigate](#) and issue a Progress Report at any time.** Progress Reports also are an excellent way to send a positive message or ‘high fives’ to students! There are 2 preset positive messages within R4S.

This guide will focus on submitting a Progress Report at any time. The information entered on a Progress Report is shared with the student and with their advisor(s).

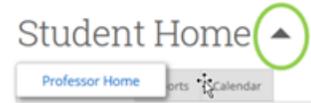
When filling out a Progress Report you will be asked the following questions:

- Would you like to give feedback to this student? (Yes, No)
- Feedback Reasons?
- Comments (As of January 2024, **students will see comments entered for any of the concern reasons.**)

To streamline the process, you can select a pre-set “Feedback Reason” or you can provide feedback in an open text comments box. Either way, your action will kick off communication to the selected students (via their Scarletmail inbox) and, in some cases, their advisors. The email to the student will be sent from [RU-Newark Navigate](#); your name and the course name will be included in the message. Students also can see Progress Report messages and your comments via the Navigate mobile app.

How to submit Progress Reports at any time:

1. Your class listing will appear when you login (<https://run4success.campus.eab.com>). If you have more than one role in R4S you may need to click the 'down' arrow next to "Staff Home" to get to the "Professor Home" page.
2. From the "Professor Home" page, click **Progress Reports** in the column on the right corresponding to the relevant class.



Professor Home

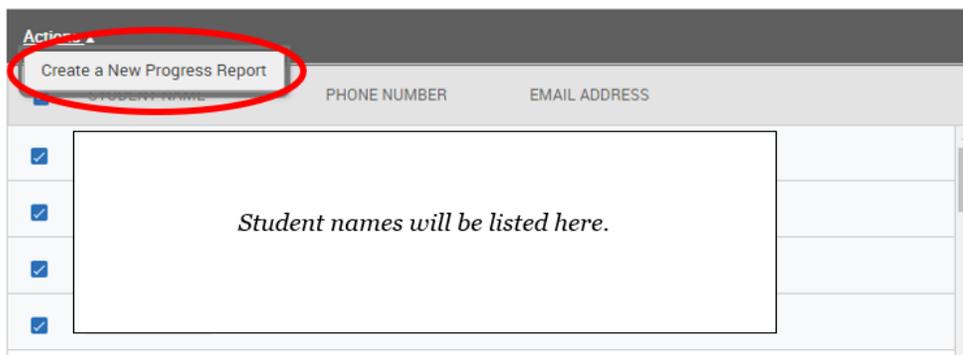
Courses

Term: 2023 Fall (Default Term) ▾

COURSE NAME	DAYS/TIMES	
(21-830-301) PSYCH STATS METHODS	09/05/2023 - 12/13/2023 MW 4:00pm - 5:20pm ET Engelhard Hall-100	Progress Reports
(21-830-301) PSYCH STATS METHODS	09/05/2023 - 12/13/2023 R 2:30pm - 5:20pm ET Hill Hall-125	
(21-830-301) PSYCH STATS METHODS	09/05/2023 - 12/13/2023 MW 4:00pm - 5:20pm ET Engelhard Hall-100	Progress Reports
	09/05/2023 - 12/13/2023 F 8:30am - 11:20am ET Engelhard Hall-309	

3. A list of students in the course will appear. Follow the directions that appear:

Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Option From The Actions Dropdown To Begin Adding A New Progress Report.



- The “Add a New Progress Report” dialogue box will open. Select “Yes” for “Would you like to give feedback to this student?” if you wish to indicate a Feedback Reason.

If you’d like to send a positive message to the student, choose the “1.1 High five!....” Feedback Reasons that are available.

Remember to keep your comments professional and nonjudgmental. Students, advisors and other administrators WILL see your comments.

The screenshot shows a dialog box titled "ADD A NEW PROGRESS REPORT" with a close button in the top right corner. The main content area contains the following elements:

- A question: "Would you like to give feedback to this student?" with two radio buttons: "Yes" (selected) and "No".
- A section labeled "Feedback Reasons (pick at least one)" with a dropdown menu. The menu is open, showing a list of reasons: "1.1 High five! Very good performance in class", "1.2 Appears unprepared for class", "1.2 Library Research Assistance Recommended*", and "1.2 Low test or assignment grade".
- A text area labeled "Comments -- visible to Advisors" which is currently empty.
- At the bottom right, there are two buttons: "Report" (in blue) and "Cancel".

- Repeat these steps to submit a Progress Report for another student for a different Feedback Reason.