

# Instructor Early Engagement/ Progress Reports

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<https://uaf.edu/gs/nanooknavigator/>

[uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu)





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What can be done if I issued a progress report for the wrong student?

- Contact Jessica Skipper at [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu) or 907-474-7414. Please provide the students ID and the course number and name.

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- No, but you are able to [issue an alert](#) for the student of concern.

Do I need to issue an alert and submit a Progress report at the same time?

- No.

Where can I find my completed progress reports and issued alert?

- Issued alerts show on the Professor Home in the My Issued Alerts section (bottom of professor home page). This allows instructors to see alerts they have issued, including links to any associated Progress Reports. [See page 2 on the alerts how-to.](#)

Student is missing from my progress report, will they be added to the PR?

- If the student added the course after the progress report opened then they will not be in the progress report roster. You are able to [issue an alert](#) if you have a concern for the student's progress.
- If there are extra students or the student was in the course when the progress report opened then contact Jessica Skipper at [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu) or 907-474-7414.

Do I need to reach out to my student before submitting a progress report of concern?

- Yes, reach out anytime you have a concern for a student. This is not a substitute for instructors directly reaching out to their students, it is designed to ensure advisors have comprehensive information about their advisees so advisors can effectively provide resources and options.

I teach a late-start course should I submit a progress report even though the course has not started?

- Late-start course instructors are encouraged to [issue an alert](#) for the student/s of concern.

It is too early in the course to complete a progress report, what should I do?

- Instructors are encouraged to [issue an alert](#) for the student/s of concern between progress report campaigns.

Do adjunct or graduate students teaching submit progress reports?

- Yes, all instructors teaching regular undergraduate courses should complete progress reports and issue alerts as needed.

I do not have professor home role, how do I get access?

- Please complete the [Role and Permission Request Form](#). If this is urgent contact Jessica Skipper at [uaf-nanooknavigator@alaska.edu](mailto:uaf-nanooknavigator@alaska.edu) or 907-474-7414.

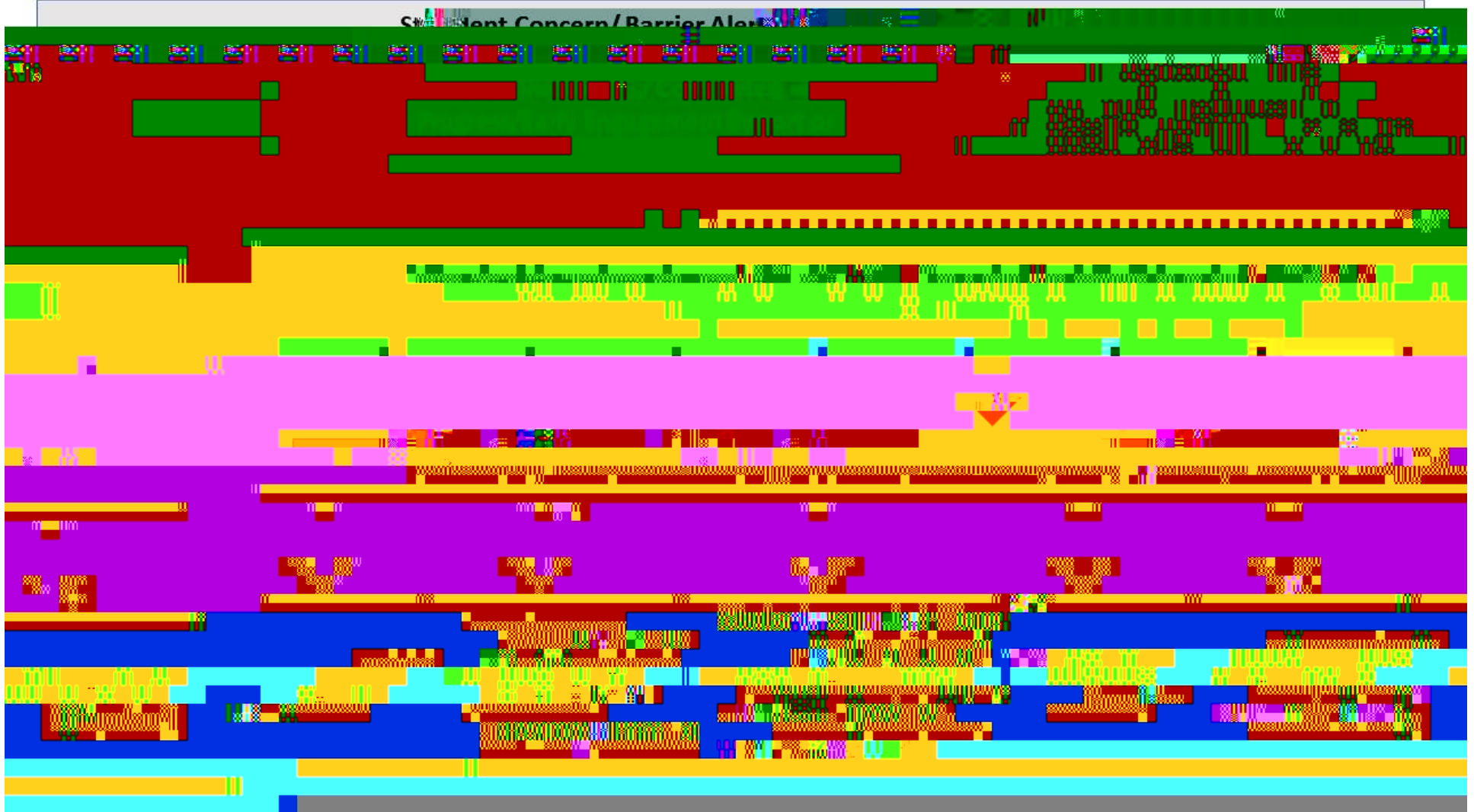
What if @

- Yes, this data is collected and provided to all of the student's care team members.

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Instructor