1.) The Progress Report request is addressed to you.
2.) The course title will be listed here.
3.) This section is the list of students in your class.
4.) Only select “YES” if the student is At-Risk to fail your course. You don’t have to select “No” for the students who are not At-Risk.
5.) You can select the prepopulated Alert Reasons associated with the student’s performance.
6.) Indicate absences here if applicable to the student. (Steps 6-8 are optional)
7.) Please select the current grade for that student.
8.) If needed, you can write additional comments for each student.
9.) Once the Progress Report is completed, please click the second blue button to Submit unmarked students as not At-Risk.

***Please note that after the Progress Report is submitted, EAB will send an automated email to the student(s) from the instructor stating that they have been identified as “at-risk” and are encouraged to meet with their instructor or academic advisor. Additional interventions may also occur.