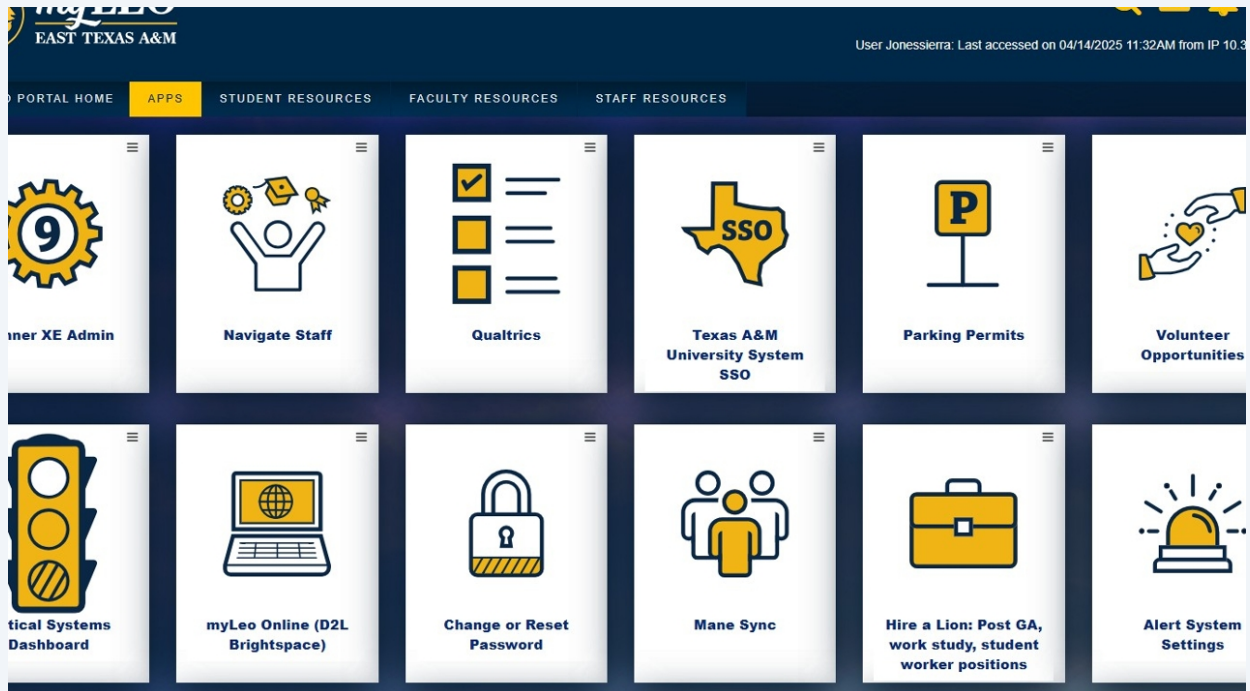


Issuing a Student Progress Report

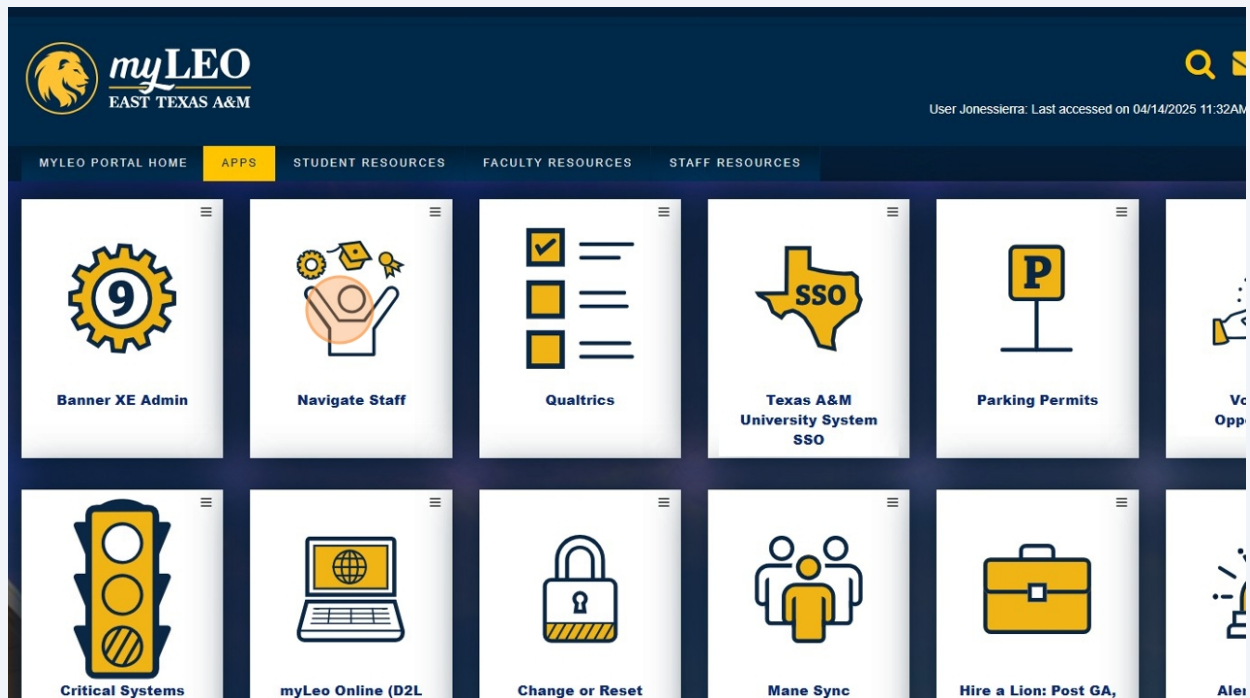
1

Navigate to <https://leoportal.tamuc.edu/uPortal/f/u18l1s7/normal/render.uP>

Select "Apps"



2 Click on "Navigate Staff"



3 Login using your MyLeo

EAST TEXAS A&M UNIVERSITY

Single Sign On

Username

Reset your password?

Password

Forgot your CWID?

Login

Attention! This system is for official authorized use only. All content, on this system is owned by East Texas A&M University and, or the State of Texas. Unauthorized use is prohibited. Misuse is, subject to criminal prosecution. Usage may be subject to security, testing and monitoring. Users have no expectation of privacy except, as otherwise provided by privacy laws.

View and submit Progress Reports

4

From the Professor Homepage, click "Progress Reports" to view all previously submitted Progress Reports. This information is filtered by specific course sections.

Note: Your landing page should say "Professor Home". If it doesn't, click the down arrow and select Professor Home from the options. You may not see all the icons and options in the screenshot examples.

The screenshot shows the 'Professor Home' interface of the East Texas A&M University Navigate360 system. The page is titled 'Professor Home' with a dropdown arrow. Below the title is a 'Courses' section with a 'Term' dropdown set to 'Spring 2025 (Default T...)'. A table lists two courses:

COURSE NAME	DAYS/TIMES	Actions
(CID-2300) Learn and Lead	01/13/2025 - 05/09/2025 M 4:00pm - 5:00pm CT BA-346	Assignments Progress Reports
(FLC-200) Leadership	01/13/2025 - 05/09/2025 MW 1:00pm - 1:50pm CT EDS-134	Assignments Progress Reports

An orange circle highlights the 'Progress Reports' link for the first course. Below the table is a 'Students In My Courses' section with a 'Term' dropdown set to 'Spring 2025 (Default T...)'. To the right of the main content are two sidebars: 'Actions' with a link to 'Issue an Alert', and 'Quick Links' with links to 'Schedule an Appointment', 'Record My Class Attendance', 'Record All Class Attendance', 'Manage Assignments', 'School Information', and 'Download Center for Reports'. The bottom of the page shows a blurred 'Actions' dropdown menu.

5

You will be able to see the list of students who have a previously submitted Progress Report by you related to the selected course as well as the date and details. This will include students marked not at risk as well. You can click on "Details" to see the details of your previously submitted Progress Reports.

Progress Reports for CID-2300(Learn and Lead)

STUDENT NAME	AT-RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
	No					02/12/2025 Details

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.

Class Information

Name: CID-2300 – Learn and Lead
 Class Days: M 4:00pm - 5:00pm CT
 Hours: 0.0
 Professor(s): [Sierra Jones \(she/her\)](#)

6

You will also see a list of all students enrolled in that course and section.

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.

Actions

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS

Class Information

Hours: 2.0
 Professor(s): [Sierra Jones \(she/her\)](#)

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7

From this screen, you can select multiple students to complete a Progress Report on at any time. Check the box next to the names of the student who you wish to submit a report on.

The screenshot shows the 'STUDENT SUCCESS' page in the Navigate360 system. At the top, there's a header for 'EAST TEXAS A&M UNIVERSITY' and a search bar. Below the header, a sidebar on the left contains various navigation icons. The main content area displays a table with columns for 'STUDENT NAME', 'PHONE NUMBER', and 'EMAIL ADDRESS'. Each row in the table has a checkbox on the left for selection. An orange circle highlights the first checkbox, which is checked. Above the table, there's a section titled 'Actions' with a dropdown menu. To the right of the table, there's a sidebar with details for the selected student, including 'Hours: 2.0' and 'Professor(s): Sierra Jones (she/her)'. At the bottom of the page, there's a footer with the EAB logo, links to 'Privacy Policy', 'Legal Disclaimer', 'Terms of Use', and 'Download Acrobat Reader', and a timestamp indicating the page was last refreshed at 11:39am.

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.

Creating a new Progress Report

8 Click "Actions" and then "Create a New Progress Report"

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.

Actions

STUDENT NAME	PHONE NUMBER	EMAIL ADDRESS

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9 Click "Yes" to mark all selected students at-risk.

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? ☒ Yes ☐ No

Alert Reasons (You must choose at least one if the student is at risk)

How Many Absences?

Current Grade

Comments

Submit Report **Cancel**

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10

Select all alert reasons (reasons for concern). Remember, this will apply for all selected students.

EAST TEXAS A&M UNIVERSITY

Navigate360 | STUDENT SUCCESS

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? ☒ Yes ☐ No

Alert Reasons (You must choose at least one if the student is at risk)

How Many Absences?

Current Grade: Please Select

Comments

Submit Report Cancel

Use The Checkboxes To Select The "Create A New Progress Report" Begin Adding A New Progress Report

STUDENT NAME PHONE NUMBER

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11

Click the "How Many Absences?" field to include how many absences all selected students have had, if you wish to include this information.

EAST TEXAS A&M UNIVERSITY

Navigate360 | STUDENT SUCCESS

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? ☒ Yes ☐ No

Alert Reasons (You must choose at least one if the student is at risk)

How Many Absences?

Current Grade: Please Select

Comments

Submit Report Cancel

Use The Checkboxes To Select The "Create A New Progress Report" Begin Adding A New Progress Report

STUDENT NAME PHONE NUMBER

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- 12 You can also add the current grade of all selected students.

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Navigate360 | STUDENT SUCCESS

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? ☒ Yes ☐ No

Alert Reasons (You must choose at-least one if the student is at risk) ☒ Attendance

How Many Absences? 5

Current Grade **Please Select**

Comments

A
B
C
C-
D
D-

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- 13 Click the "Comments" field to add detailed comments/notes. This will apply to all selected students.

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Navigate360 | STUDENT SUCCESS

ADD A NEW PROGRESS REPORT

WARNING: You are about to submit a progress report for multiple students.

At-Risk to Fail Your Class? ☒ Yes ☐ No

Alert Reasons (You must choose at-least one if the student is at risk) ☒ Attendance

How Many Absences? 5

Current Grade F

Comments

Submit Report Cancel

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14 Click "Submit Report" to submit the Progress Report for all selected students.

The screenshot shows the 'ADD A NEW PROGRESS REPORT' dialog box overlaid on the Navigate360 interface. The dialog box contains the following fields and options:

- WARNING:** You are about to submit a progress report for multiple students.
- At-Risk to Fail Your Class?** ☒ Yes ☐ No
- Alert Reasons (You must choose at least one if the student is at risk)** ☒ Attendance
- How Many Absences?** 5
- Current Grade** F
- Comments** Insert detailed comment.
- Buttons:** Submit Report, Cancel

The background interface shows a table of students with checkboxes for selection. The 'Submit Report' button is highlighted with an orange circle.

End