



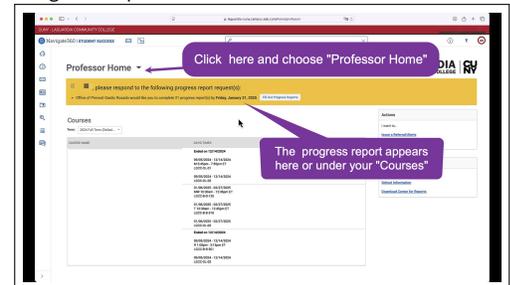
Submitting Progress Report through Navigate

At LaGuardia, faculty members play a crucial role in tracking student progress and success. Submitting progress reports through Navigate allows for timely and effective feedback to be communicated with students, ensuring they receive the necessary support and intervention when needed. The following steps outline how faculty can submit a progress report via the platform.

Step 1: Access the Platform

- Faculty will receive a reminder about the progress report by e-mail, which includes a direct link to the progress report.
- To access the progress report on Navigate, log into the Navigate platform at <https://laguardia-cuny.campus.eab.com> using your CUNYFirst credentials. Once logged in, navigate to the "Professor Home" page.

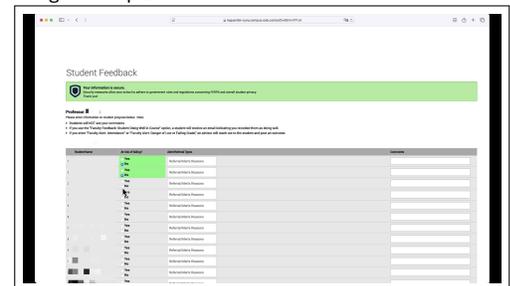
Image of Step 1



Step 2: Process Progress Report

- Choose "Yes" for "**At-risk of failing?**" if a student needs an intervention.
- If you chose "Yes," identify the nature of concern by selecting item(s) under "**Alert/Referral Types.**" There are two major types of information.
 - **Faculty Alert:** Notifying the student's advising team to provide intervention and necessary support. Faculty will receive follow-up notifications. See the side note for more information about each alert type.
 - **Referral:** Notifying the student about the availability of specific resources, such as tutoring, to address identified needs. There will be no follow-up notification. See the side note on the next page.
- Add as much information as you can to "Comments" to contextualize your alert. See the "Alerts, Feedback & Referrals in Navigate" document for guidelines.

Image of Step 2



See below for more information about each type of faculty feedback.

Faculty Alert (Feedback)

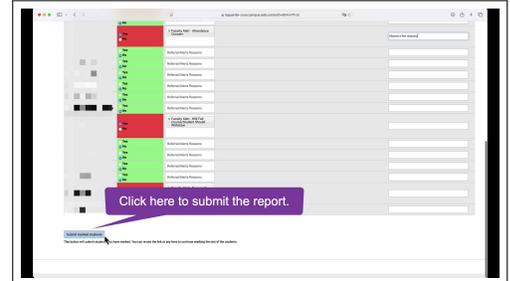
- **Doing Well in Course:** Indicates student outstanding performance in class; a positive reinforcement encouraging continued effort and success.
- **Attendance Concern:** Raised when a student nears or exceeds allowable absences, alerting them to avoid potential academic penalties.
- **Danger of Low or Failing Grade:** Warns of potential course non-completion due to poor performance, prompting corrective action suggestions.
- **Will Fail Course/Student Should Withdraw:** Encourages withdrawal from class to avoid adverse academic impact on GPA.



Step 3: Submit the Report

- Once all relevant information is entered, click "Submit marked students." The report will then be processed, providing feedback to the student and their advising team. Ensure all desired reports have been submitted before exiting the platform.

Image of Step 3



See below for more information about referrals.

Referrals

Faculty can issue referrals to the following areas:

- Advising
- Bursar (payment plans, balances)
- Financial Aid
- International Student Services
- LaGuardia Cares (assistance with food, housing, benefits, etc.)
- Library
- Registrar (transcripts, diplomas, change of name or address, registration problems)
- Tutoring Centers
- Women's Center & LGBTQ+ Hub
- Referrals to Health Services, Accessibility and Wellness are not available through Navigate.

Email is sent to student with instructions on how to reach the office, and the information attaches to the student record for others to view. Faculty will NOT receive a response.

By following these steps, faculty members can efficiently contribute to student success through the Navigate platform, fostering a supportive and responsive learning environment at LaGuardia Community College.

LaGuardia Navigate Resources

- Link to LaGuardia Navigate (Faculty/Staff): <https://laguardia-cuny.campus.eab.com>
- Link to LaGuardia Navigate (Students): <https://laguardia-cuny.navigate.eab.com>
- LaGuardia Navigate Apps
 - Apple App Store: <https://apps.apple.com/us/app/navigate-student/id950433229>
 - Google Play: <https://play.google.com/store/apps/details?id=com.eab.se>
- LaGuardia Navigate webpage: <https://laguardia.edu/navigate>
- Email support for LaGuardia Navigate: navigate@lagcc.cuny.edu
- IT Help Desk (ITHelp@lagcc.cuny.edu / <https://it.laguardia.edu>