

## Providing Feedback for PRO@UWL Campaigns

An email will be sent to all instructors from the Provost's Office in the fall and spring semester in approximately Week 5 of the semester, reminding you that PRO@UWL is starting.

You will then receive an auto-generated email (sample below), inviting you to complete PRO@UWL feedback reports for students in your classes. The email will be titled "Student Feedback Request" as shown in the screenshot below. Links in the email will take you to additional resources about PRO@UWL.

To begin providing feedback to the students in your class, click on the link in the email that says, "Click to Begin Entering Student Feedback". If the email link does not work, you can directly copy and paste the link into your browser.



### Student Feedback Request

It's time for PRO, our new early alert, which means it's time for you to give feedback to students to promote their success and retention! An additional value to the system is that we can reach out to students who are struggling in multiple classes.

Feedback is encouraged for students with whom you have academic concerns. The system is designed to save time; however, we hope you provide comments to give context to your alert. Remember that guidance on providing comments is available on the [Navigate webpage](#). Additional support for using Navigate is available [here](#).

For questions and comments about the purpose and use of PRO@UWL please contact Jo Arney, Director of Student Success ([jorney@uwla.edu](mailto:jorney@uwla.edu)). If you have technical questions, please contact Chris Stindt in the Academic Advising Center ([cstindt@uwla.edu](mailto:cstindt@uwla.edu)). **Thank you for your commitment to student success!**

[Click to Begin Entering Student Feedback](#)

The link above expires on 03/20/2020. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

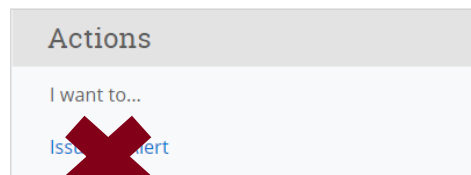
[https://uwla.campus.eab.com/e/E\\_f5OgdpGn](https://uwla.campus.eab.com/e/E_f5OgdpGn)



Click on either link to complete PRO@UWL feedback.



**Do not use the "Issue an Alert" link** found in the upper right corner of your Navigate home screen to enter PRO@UWL feedback.



Once you are in the system, you will see a screen like the screen below. Each course that you teach will be represented, as well as each student enrolled on the date that the report was generated. The two columns in the “pop out” below are the columns that should be completed; the comments column is optional.

For the Concerns regarding student’s academic progress radial button, choose “Yes” for the students for whom you would like to provide feedback. **You will have the option later to “bulk select” students as “NO”**, so you do not need to mark “No” individually for each student.

If you choose yes, also choose one of the alert reasons that appears in the drop-down menu. If you choose to leave comments, please refer to the [comment guidelines](#) on the UWL Navigate site for suggestions for crafting comments.

This is an Early Alert program that allows UWL to identify students most in need of timely support. For that reason, please prioritize completing reports on students you are most concerned about so that staff can follow-up with them quickly. You may always save the status of your progress report to revisit before the expiration date.

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Concern regarding student's academic progress?	Alert Reasons (You must choose at-least one if the student is at risk)	Comments for Student
<input checked="" type="radio"/> Yes <input type="radio"/> No	<div style="border: 1px solid gray; padding: 5px;">           At risk of D or F grade in course (if trajectory unaltered)            Attendance issues            Course participation            Incomplete, missing, and/or late assignments            Low test or assignment            -----         </div>	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No		<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>
<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	<input type="text"/>

**When you are done entering feedback for students, or if you have no feedback, scroll to the bottom of the Student Feedback form to submit.** There are two options under the submission button.

1. You can submit only marked students, leaving the PRO@UWL form available to you until the campaign expires; or,
2. You can submit the entire form by selecting “*submit unmarked students as not At-Risk (I’m all done).*” This submits the entire form, keeping the students you have marked “Yes” with their selection and comments from above, and automatically marking “No” for all other students.

Submit only marked students (but I'm not done)

*Select this option to submit only students marked “Yes”, and leave the form open.*

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)

*Select this option to keep those marked “Yes” as “Yes”, mark the rest “No”, and submit.*

This is your “I’m all done” button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don’t have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

Once you choose either submit option, the student will receive an email to their UWL email address indicating that you have left feedback for them about their academic progress.

Please refer to the [Navigate Faculty/Staff](#) page for additional information.