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.

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Click on either link to complete PRO@UWL feedback.

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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.
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.

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.