



HCC Navigate TRIO SSS Progress Report Alert Guide

What Are Navigate Progress Reports Concern Reasons (Alerts) and Cases?

- Instructors can issue a concern reason or kudos, known as Progress Report Alerts, on a specific student in their course for course-based feedback.
- When filling out the Progress Reports, additional comments will provide appropriate offices and staff necessary details for their follow-up with students.
- Some alerts will open a case, which is essentially an electronic notification to responsible staff or office to allow for coordination for a single student across departments as part of the intervention pathway.
- Alerts and cases may be added or modified in Navigate as needs are identified and feedback is collected.
- For questions or comments, contact navigate@hcc.edu.
- [Step-by-step guide](#) on completing Progress Reports that identified instructors receive in their HCC email.

Faculty Progress Report and Intervention Pathway Guide:

Use the list of concern reasons and kudos below to see what will happen for each reason submitted by an instructor. You'll notice that certain reasons will automatically open a case; this means that Navigate will prompt the appropriate office or advisor/staff to follow up with the student on the information you submitted.

Concern Reason (Alert) or Kudos	What Happens After the Alert is Issued (Intervention Pathway)
May Benefit from Tutoring/Learning Coach	TRIO SSS Counselor reaches out within 4-5 business days. They will set up a meeting to create an action plan with the student; follow-up contact after 5 business days with no response.

Missed enough days or coursework to fail or be withdrawn	TRIO SSS Counselor reaches out within 4-5 business days. They will set up a meeting to create an action plan with the student; follow-up contact after 5 business days with no response.
Student struggling (provide more information in comments box)	TRIO SSS Counselor reaches out within 4-5 business days. They will set up a meeting to create an action plan with the student; follow-up contact after 5 business days with no response.
Kudos: Student is engaged (participates, communicates, etc)	Student will receive an automated email about the kudos for each course it was given in. "Hi Student, This is a little reminder that you are doing a great job. We are really proud of the work you have accomplished. Keep it up! Please contact your TRIO Counselor if you need anything. "
Kudos: On track to pass the course	Student will receive an automated email about the kudos for each course it was given in. "Hi Student, On your progress report, your instructor has indicated you are on track. We are really proud of the work you have accomplished. Keep it up! Please contact your TRIO Counselor if you need anything. "