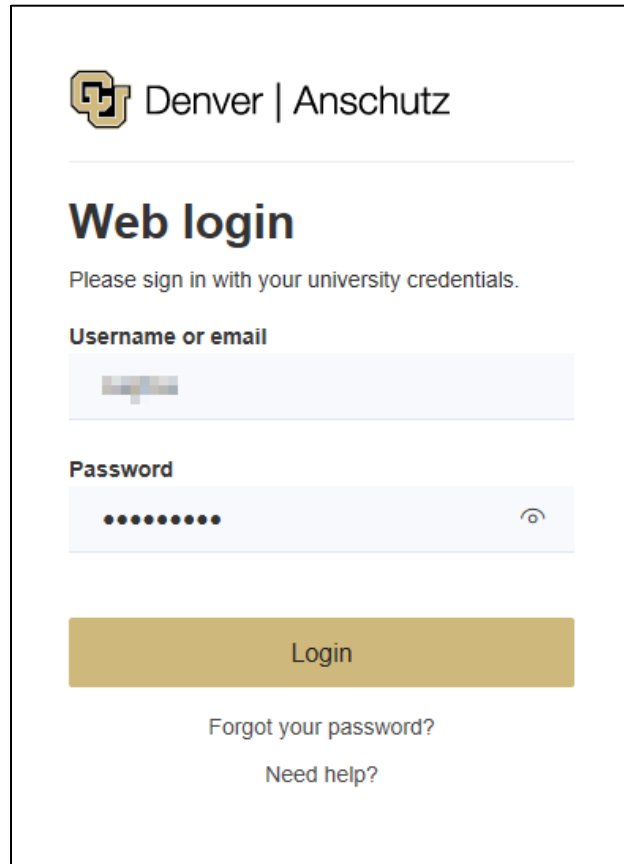




How to Issue an Early Action Referral

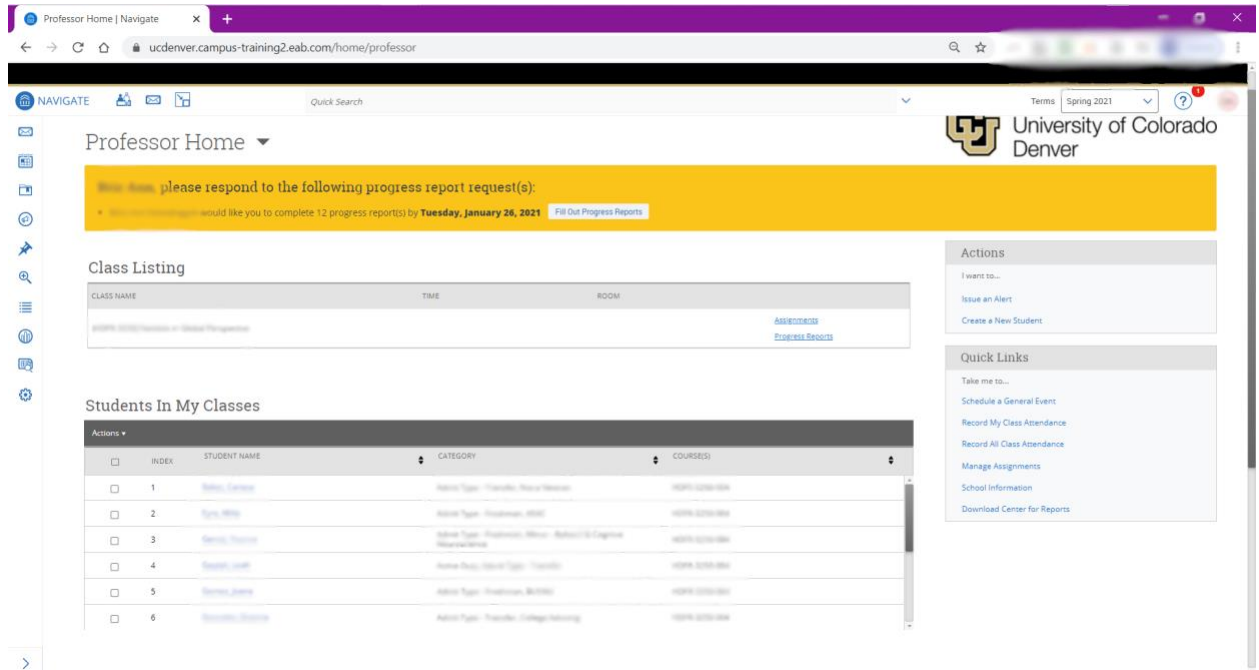
1) To access NAVIGATE, click on ucdenver.campus.eab.com or copy and paste this link in a new browser.

Login in with your ucdenver PassportID credentials.

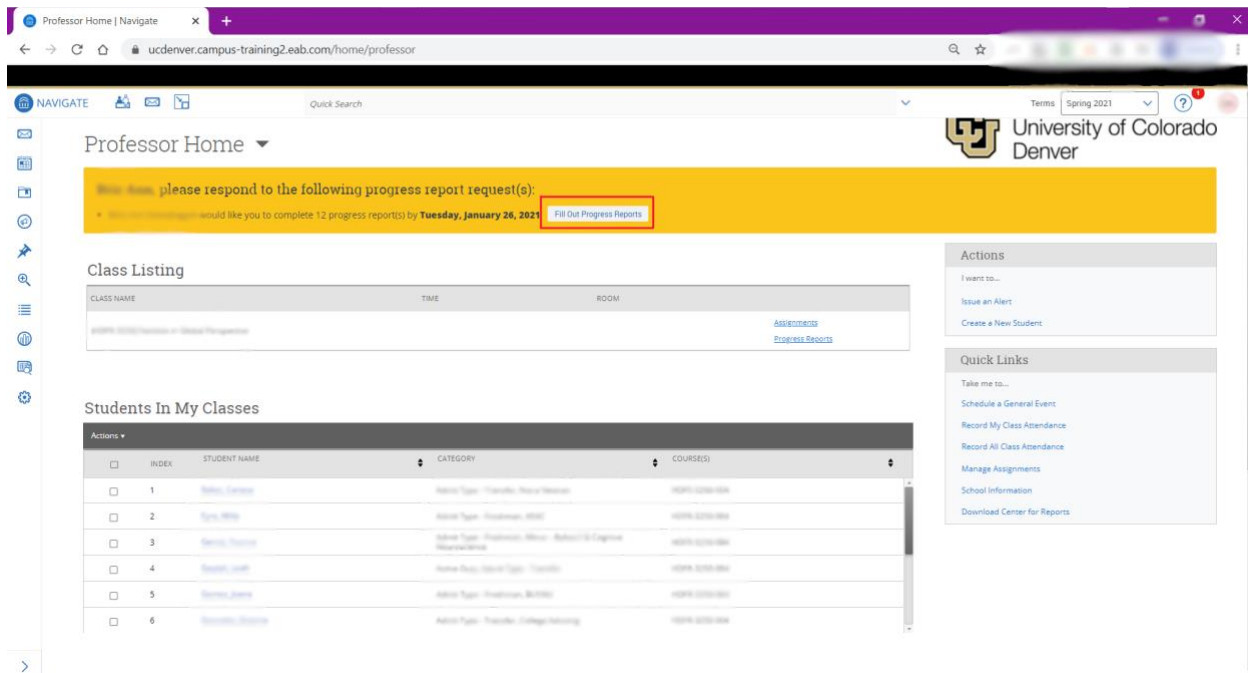


The screenshot shows the web login interface for the University of Colorado Denver. At the top left is the CU Denver logo followed by the text "Denver | Anschutz". Below this is the heading "Web login" and the instruction "Please sign in with your university credentials." There are two input fields: "Username or email" and "Password". The password field is masked with dots and has a toggle icon on the right. A gold "Login" button is centered below the fields. At the bottom, there are two links: "Forgot your password?" and "Need help?"

2) This is how your Navigate home screen will look



3) Click on “Fill out Progress Reports”, which will appear on the yellow band on your home screen.



4) Once you click on “Fill out Progress Reports”, you will be directed to the feedback form. Select appropriate options for the students you want to submit a referral for, and include any additional comments.

Student Feedback

Your information is secure.
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

Referral Reasoning

You have been assigned to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term. If you have no students to alert on, please use the button at the bottom that says "Submit unmarked students as not At-Risk (I'm all done)".

HDFR-3250-004 Families In Global Perspective

Student Name	Do you want to submit an referral?	Referral Reasons (You must choose at-least one if the student is at risk)	Specific details
1. [Student Name]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<ul style="list-style-type: none"> Assignments or Tests Missing Low Attendance and Participation Patterns Student Needs Laptop/WiFi/Technology Support Required to Improve Multiple Low Scores Alert Reasons 	
2. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
3. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
4. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
5. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
6. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
7. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
8. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
9. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
10. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
11. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		
12. [Student Name]	<input type="radio"/> Yes <input type="radio"/> No		

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

5) After submitting, a case will be created and will be assigned to the respective advisor or support team member.

Once you are done selecting your options for students in the list, click any one option out the two given at the bottom of the page.

Be very careful while selecting the given option.

1. **Submit Only Marked Students (but I’m not done):** Out of the listed students, select this option if you want to mark a few and submit the rest later. If you have sent your link to your TAs to fill out for a large enrollment course, have them select this option.
2. **Submit unmarked students as not needing extra support (I’m all done):** As an example, if out of 10 students you want to mark only 2 students who need additional support, you can select those 2 students and click this button. It will auto-select and submit the rest of your students as not needing additional support. This will close your submission form.

If you do not have any students to alert on, click on the second option marked “Submit unmarked students as not needing extra support (I’m all done)”.

10	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	
11	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	
12	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	

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

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 needing extra support (I'm all done)

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.

If you would like to refer a student for support over the course of the semester, or for additional questions/concerns, please email us at Student.Success@ucdenver.edu

Thank You!