How-To View Progress Reports

Around the mid-semester point of a term (8-week window), students may receive a progress report from instructors in their classes. Feedback given in these reports can be used by students to determine what campus resources can be accessed for assistance in the class, open up conversations to be had with the instructor, or how to maintain performance in various classes. Ultimately, these reports allow for targeted inventions to occur if a student is in need of assistance.

Steps to View Progress Reports

1) Log in to [www.campus.eab.com](http://www.campus.eab.com) using your UWW net-ID and password.

2) Access your ‘Student Home’ page and click on ‘Reports’.

3) Once on the report page, you will see any reports submitted by instructors. To view additional details on the progress report, click on ‘View Report’ (see green circle below).

4) Within the details, you can view the alert reason, absences, estimated current grade and overall comments left by the instructor.
   a. If no feedback is given by your instructor, the areas at the right will simply remain blank.
Additional Outreach

Depending on the type of alert reason (if applicable) selected by your instructor, you may also receive an email notification of the progress report submission. An example can be seen below.

Hi Willy Warhawk

You have a new notification issued by John Smith for BIOLOGICAL FOUNDATIONS, for the following reason(s):

- Time management, study habits, other academic skills concern

One or more of your instructors think that you may benefit from some help with time management, study habits, or other academic skills in order to successfully complete their class. Did you know you can meet with someone on campus to get help with these skills? Check out Success Coaching!

Success Coaching is an opportunity for you to meet with a staff member to talk about your academic skills and concerns, make goals, and get help creating strategies, solutions, and action steps. To set up an appointment email Jessica Smits, Coordinator of Early Success, at jtsm@uwec.edu.

Questions? Contact the Academic Advising & Exploration Center at 262-472-4446 or stop by Room 2054.

As always, be sure you connect with your instructor if you have any follow up questions regarding the progress reports submitted. It’s our hope the feedback submitted by your instructors can help you reach your academic and personal goals for the semester!