

## How-To View Progress Reports

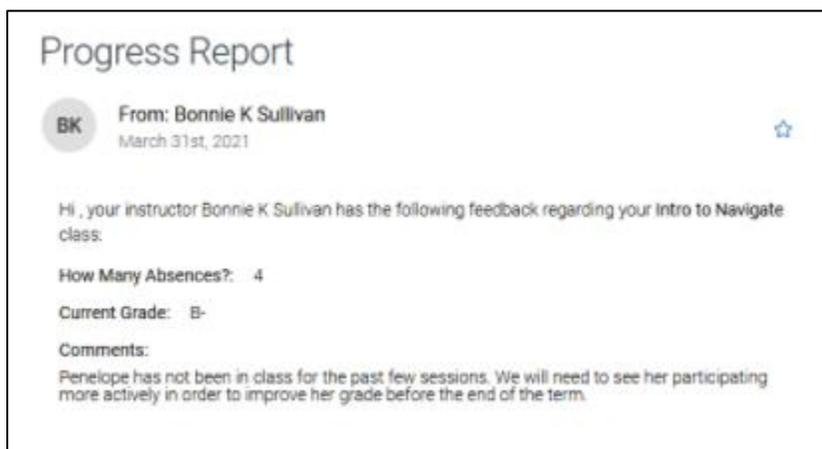
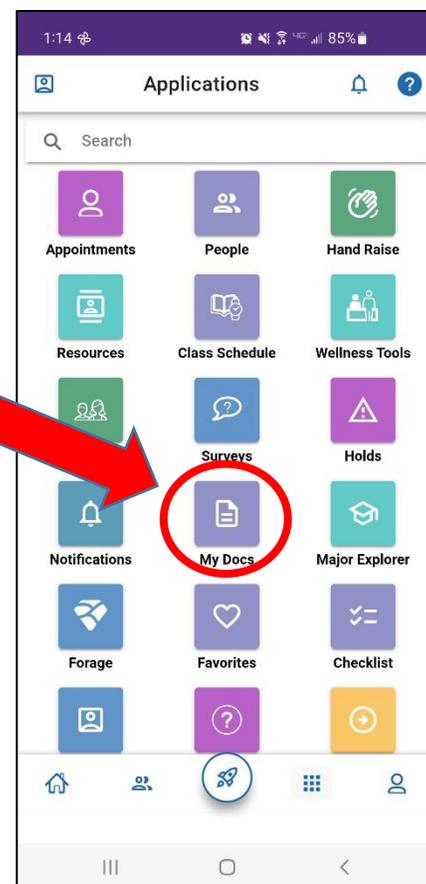
Around the mid-semester point of a term (7-week window), students may receive a progress report from instructors in their classes. Feedback given in these reports can be used to determine what action steps you can take to improve or maintain your classroom performance. Ultimately, these reports allow for staff to reach out to you if to help tackle and issues that are reported.

### Steps to View Progress Reports

- 1) Log in to the Navigate Student App or desktop site ([uww.navigate.eab.com](http://uww.navigate.eab.com)) using your UWW net-ID and password.
- 2) If using the app, click on the icon that will take you to the main features page. If using the desktop site, skip this step.



- 3) Click on the *My Docs* icon.
- 4) Once on the the My Docs page, you will see any advising notes or reports submitted. This information may include your current grade in the class, how many absences you have, and any comments made by your instructor.



### Additional Outreach

Depending on the type of feedback provided by your instructor, you may also receive an email notification of the progress report submission.

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 that the feedback submitted by your instructors can help you reach your academic and personal goals for the semester!