Faculty Guide to GradesFirst: Progress Reports

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Progress Reports allow the Office of Undergraduate Student Success and the Athletic Academic Department to request student academic performance feedback directly from faculty.

Email Notification

At specific points during the semester, faculty will receive a student feedback request email notification with a direct link to the Progress Report feedback screen. The direct link will expire on the date listed on the email, usually one week from the email initiation date. It is IMPORTANT that faculty complete progress reports on or before the marked expiration date on the email.

Professor will also get a reminder on the GradesFirst Professor Home Page and can start entering feedback by clicking on the “Fill out Progress Reports” button.
Entering Student Feedback

Click on the link in the request notification email (see picture above) to view the Student Feedback screen and start entering student feedback. To better serve the students deemed at-risk, we ask faculty to select the alert reason(s) and complete the comment section when reporting a student (see picture on next page).

Submitting Feedback

- **Submit only marked students (but I’m not done)**
  This option allows faculty the flexibility to complete portions of the report and return at a later date and time prior to the expiration date to finish the report by clicking the link in the request notification email.

- **Submit unmarked students as not At-Risk (I’m all done)**
  This option allows faculty to enter all of their feedback and mark the remaining students as not at-risk.