

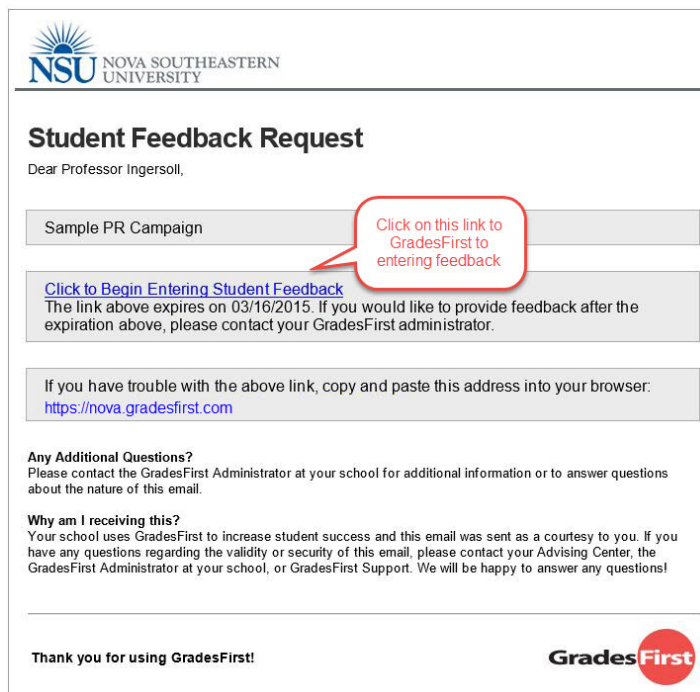
Faculty Guide to GradesFirst: Progress Reports

- Email Notification
- Entering Student Feedback
- Submitting Feedback

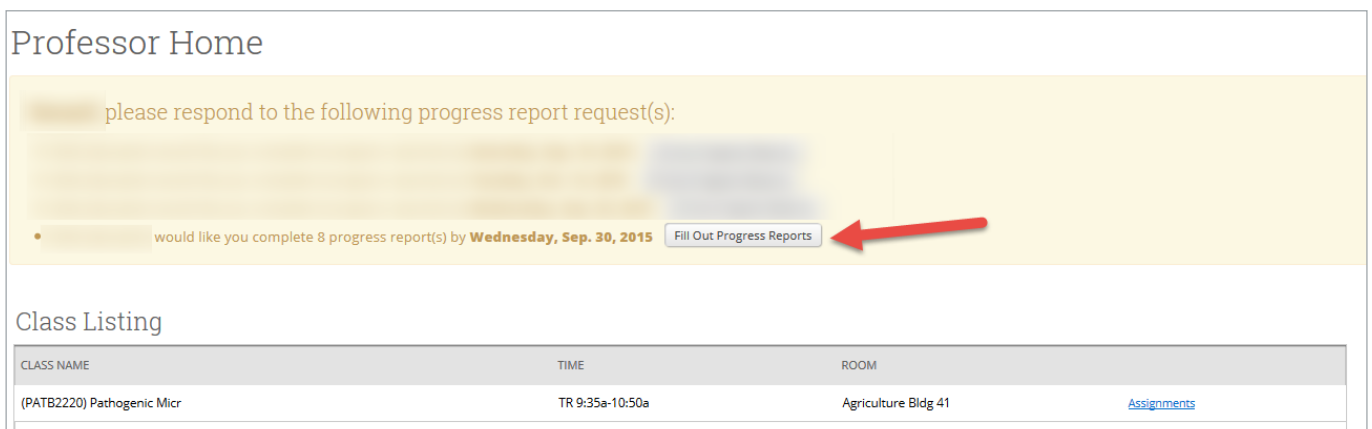
Progress Reports allow the Office of Undergraduate Student Success and the Athletic Academic Department to request student academic performance feedback directly from faculty.

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 click 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).

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!

Professor Andrews:
You have been asked to fill out progress reports for students in the following class(es) based on your best knowledge of their performance at this point in the term.

PATB2220-1 Pathogenic Micr

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
3	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			

PATB2220-10 Pathogenic Micr

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
3	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			

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

This button will submit students you have marked into GradesFirst 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.

Annotations:
- Red callout: "please let us if your student is 'at risk' to fail your class OR 'at risk' for other reason(s)" pointing to the 'At-Risk to Fail Your Class?' column.
- Red callout: "if 'yes' is selected, you must provide 'at risk' reason." pointing to the 'Alert Reasons' dropdown menu.

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.

PATB2220-10 Pathogenic Micr

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	How Many Absences?	Current Grade	Comments
1	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
3	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			

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

This button will submit students you have marked into GradesFirst 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.

Annotation: Red arrow points to the "Submit only marked students (but I'm not done)" button.

- 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.

2	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
3	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			
4	<input type="radio"/> Yes <input checked="" type="radio"/> No	Alert Reasons			

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

This button will submit students you have marked into GradesFirst 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 At-Risk (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.

Annotation: Red arrow points to the "Submit unmarked students as not At-Risk (I'm all done)" button.