

How to Respond to Progress Report Requests

As staff, you will receive an email request to submit Progress Reports. The email has a link to the **Progress Report Feedback form**. If you teach multiple courses and/or sections, these all appear on one page through the email link. The direct page will look similar to this:

Professor Lynch:
You have been asked 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.

ACCT225-6 INTRO TO FINANCIAL ACCT

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	Absences	Grade
1 Kelley, Chris Student ID: 1163221	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		
2 Mepar, Ray Student ID: 1163147	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		

You can also submit progress reports from the platform from the **Professor Home** page. The link leads to the same feedback form.

Professor Home ▾

Kirsten, please respond to the following progress report request(s):

- Support 435 would like you to complete 6 progress report(s) by **Sunday, December 24, 2017** [Fill Out Progress Reports](#)
- Katherine Matthews would like you to complete 6 progress report(s) by **Tuesday, April 30, 2019** [Fill Out Progress Reports](#)
- Kirsten Smith would like you to complete 6 progress report(s) by **Monday, January 15, 2018** [Fill Out Progress Reports](#)

Class Listing

CLASS NAME	TIME	ROOM	
(3DS-4940) SCULPTURE PORTFOLIO I	TR 11:00a-1:50p	NAPPL	Assignments Progress Reports

Students In My Classes

Actions ▾

If you have multiple roles within the university, you may have to change your landing page to reflect the Professor screen. Simply click on the screen below and select "Professor Home"

Staff Home ▲

[Professor Home](#) | [My Availability](#) | [Appointment Queues](#)

My Assigned Students for Fall 2021 ▾

Either way, once you click a Progress Reports link, you need to fill out the following fields for your students:

At-Risk to Fail Your Class?

Use this field to indicate if this student is currently at-risk to fail your class. **This field is required.**

Alert Reasons

Select a reason you are issuing the alert. **This is required if the student is at-risk and optional otherwise.**

Absences

The number of absences this student has accumulated by the date of the Progress Report. **Not required, but helpful**

Current Grade

The grade the student has earned in this course. **Not required, but helpful.**

Comments

Enter a narrative regarding how this student is progressing in the course. As with any narrative comment, the more complete the better. **Not required, but helpful**

Once you have filled out these fields, click EITHER **Submit only marked students (but I'm not done) button** if you need to return to fill out more progress reports later OR click **Submit unmarked students as not At-Risk (I'm all done) button**. This option gives you the option to only manually mark students who are at risk and automatically mark everyone else not at risk when you click this button.