

## GradesFirst – Completing a Progress Report Request

### Steps to Complete a Progress Report Request

- GradesFirst Progress Report Campaigns allow student support staff to request feedback directly from faculty about which students need assistance or may potentially be at-risk to leave your institution.

### Entering Student Feedback

- Click on the link in the request notification email to view the Student Feedback screen and begin entering your feedback.

Professor Home

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

- Trevor Hannum would like you complete 8 progress report(s) by **Tuesday, Jan. 03, 2017** [Fill Out Progress Reports](#)

- It is best to include as much information as possible, especially in your comments. The more feedback, the easier it will be to provide the student with the appropriate support.
- This feedback will also give the Advisor a better overall view of the student population's academic process.
- To complete the Student Feedback for your course, determine if the student is At-risk to fail your course. There are a number of factors (poor attendance, low participation, poor behavior, etc.) that could contribute to this assessment.
  - Select if the student is At-risk (Yes or No)
  - Select an Alert Reason. Reasons are generated by the Application Administrator or Member Institution. **NOTE:** If a student is marked At-Risk, a reason **MUST** be chosen.
  - Provide the number of absences for the student.
  - Select the current or projected grade for the student.
  - Provide comments surrounding the student. The more feedback, the easier it will be to provide the student with the appropriate support.

- o In order to submit your Progress Report, select Submit Only Marked Students (but I'm not done) –OR- Submit Unmarked Students as Not At-Risk (I'm all done)

## 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 Zhu:

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.

#### KIN4900-1 Tpr:Under Skill Acquis For Tchgr

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 Angell, Eric	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2 Augstana, Andre	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
3 Ban, Ivan	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons	#		
4 Banulus, Val	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons		Drop down menu	
5 Ibanez, Jeff	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			Enter text and comments here
6 Jocken, Millie	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
7 Johns, Anthony	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
8 Kelley, Chris	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

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

← Only marked students, remaining students will have to be completed

This button will submit students you have marked 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)

← Will submit all students. Unmarked students will be marked At-risk.

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.