

# How to Complete Progress Report Campaigns

## Email Notification

When a Progress Report Campaign is initiated, you will receive a request notification email. This email includes a direct link to the **Progress Report** screen where you can enter your feedback. This link is unique to you and cannot be shared or forwarded. The link expires on the date listed in the email. After this date, the campaign is over and you will no longer be able to complete your feedback. Be sure to complete your student feedback on or before this date.

## Entering Student Feedback

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

It is best to include as much information as possible, especially in your comments. The more feedback you pass along to support staff, the easier it will be to get the student the help they need. It will also give the Advisor a better overall view of the student population's academic progress. For these reasons, we encourage you to fill out as much as you can.

If a student is at risk to fail your class please mark them "At- Risk" and choose an "Alert Reasons" Academic Performance or Class Attendance.

 **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 Winden Fey:**  
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.

ACAD 1300-22562 0 JOURNEYS TO SUCCESS

Student Name	At-Risk of Not Passing Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Progress Report Grade	Comments
1 Armstrong, Zachary	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Academic Performance"/> <input type="text" value="Class Attendance"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Barker, Kristin	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Baxter, Hannah	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Bradley, Kaleigh	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Davis, Caroline	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Duncan, Sir	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Ellison, Selena	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 French, Kylee	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Hamrick, Kylee	<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Alert Reasons"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# Submitting Feedback

There are two options for submitting your feedback. Please read both options before choosing one.

## 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.

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

This option allows you to submit only the students you have marked on the report. This can be very helpful if you only have time to fill out part of the feedback form. Instead of leaving the form pulled up on your computer, you can submit your completed work and return and finish later by clicking the link in the request notification email.

### 2. Submit unmarked students as not At-Risk (I'm all done)

If you choose this option you **CANNOT** make any changes. This completes the report and sends it. The report cannot be re-sent to you after this is submitted.