Progress Reports

Let’s take a look at how you can submit a Progress Report in response to a Progress Report Campaign. Below is what the email you will receive should look like. It will include a link leading to the progress report, as well as a link that can be copy/pasted into your browser if the original link does not work. You will also see that there is a notation about the date the link will expire. This is very important, because after this date you will not be able to fill out any more of the report. Neither the Advisor nor GradesFirst Support will be able to reactivate the link. Once the date has passed (which in this case is 08/31/12) the link will be null.

Once you click to begin entering student feedback, you will see the following progress report. Note that you do not have to log in to GradesFirst to fill out the progress report(s).

Nothing on the progress report is required, so you can fill out as much or as little as you want. However, the more feedback you do give the Advisor, the easier it will be to identify those students who need an extra push. 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.
Above is what a completed progress report could look like. You can list the number of absences, current grade, and/or comments about the student. You will also notice that there are two different options for submitting your progress report. Let’s take a look at each of these options in a bit more detail.

**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.

The first option (shown above) allows you to only submit the students you have marked on the report. This can be very helpful if you only have time to fill out part of the progress report. Instead of leaving the report pulled up on your computer, you can simply submit your completed work, and return to the email in order to finish later that day or any day before the link expiration date.

**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.

The second option (shown above) can be used in two different scenarios. The first is when you would like to only fill out the information for your “At-Risk” students. After marking those students, you can select this button, and it will mark all of your other students “Not At-Risk.” Note that it will not fill out Absences, Current Grade, or Comments for those “Not At-Risk” students.
The second instance in which you can use this option is when you have completely filled out all of the students, both “At-Risk” and “Not At-Risk” students. Once you have used one of the above options, that’s it—you’re done!

**Student Feedback**

Your information is secure. GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you for using GradesFirst!

Professor Weaver:

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.

You successfully completed your Student Feedback. You have no more student feedback to complete at this time. Thank you! If you feel that you have received this note in error, please contact the person that sent the original request for student feedback.

**Enrollment Census**

There is one other campaign that you make be asked to fill out via GradesFirst. This is Campaign is actually called an “Enrollment Census.” Through the census, you will give information about which students attended class and date of their last attendance. This information can be very helpful as Administrators seek to compile and quantify campus attendance at the end of a semester or school year.

You will receive an email very similar to the one you receive for progress reports. Note the link and address that can be copied into your web browser (in the event that the link does not work) are included this email. However, unlike the Progress Report Campaign, there is no expiration date for the Enrollment Census link.

Below is the form you will see once you have selected “Click to Begin Entering Student Feedback.”

Here you will be able to mark students who are currently attending your class as “Active.” Those students who have a last day of attendance will have that date listed in the middle column. For those students who were enrolled in your class but never attended, you will check the last column. You also have a space for additional comments, as well as a box to check that will mark all unmarked student as “Active” (this is similar to the “Mark Remaining Student Not At-Risk” button for progress reports).
Once you are finished, simply hit the “submit” button, and you will receive a message letting you know that you have successfully completed the report.

**Professor Weaver:**
You have been asked to fill out enrollment census evaluations for the students in the following classes. Update each student based on the best of your knowledge of their attendance at this point in the term.

**You successfully completed your Student Enrollment Feedback.**
You have no more student enrollment feedback to complete at this time. Thank you! If you feel that you have received this note in error, please contact the person that sent the original request for student enrollment feedback.