

How to Complete an Early Progress Report

This document provides information about how to submit Early Progress Reports for students.

Accessing the student feedback page

All instructors who received a request for feedback can access the Student Feedback Page by clicking the link contained in the Early Progress Report email request. The link can be found at the bottom of the email.

[Click to Begin Entering Student Feedback](#)

The link above expires on xx/xx/xxxx . If you would like to provide feedback after the expiration above, please contact your administrator.

The Student Feedback page will open with a list of students in your class. If you teach multiple classes, they will be listed separately.

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 Williams:
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.

HONORS-1010-1320-SEM SPECIAL TOPICS SEMINAR

Student Name	Are you concerned about this student?	Alert Reasons (You must choose at least one if you are concerned about the student)	Comments (Optional & viewable by students and support staff)
1	☐ Yes ☐ No	Referral Reasons	
2	☐ Yes ☐ No	Referral Reasons	
3	☐ Yes ☐ No	Referral Reasons	
4	☐ Yes ☐ No	Referral Reasons	
5	☐ Yes ☐ No	Referral Reasons	

You do not have to provide feedback on all of your students right away. One strategy is to review the roster and first submit feedback for the students who you have immediate performance concerns for. After submitting feedback for marked students, you can return to the Student Feedback page at a later time to complete the progress report for additional students.

(continued on next page)

Marking students of concern

For students you are concerned about, select the **Yes** radio button in their row. After this, you must choose an **Alert Reason** from the drop-down menu.

Are you concerned about this student?	Alert Reasons (You must choose at least one if you are concerned about the student)
☒ Yes	
☐ No	
☐ Yes	Attendance Concern
☐ No	In Danger of Earning a C- or D
☐ Yes	In Danger of Failing
☐ No	Kudos - Keep up the great work!
☐ Yes	Missing Assignment Concern
☐ No	Other Academic Performance Concern

Note: You can select more than one alert reason. If you select the wrong one, you can use the backspace or delete button to remove the reason and re-select.

Next, include any optional **Comments**. These comments are visible to the students and their advisor or other university support staff, and should be written with this in mind.

Comments (Optional & viewable by students and support staff)

Giving 'Kudos!' to students

Instead of, or in addition to, marking students of concern, you can give 'Kudos!' to students who are performing well, following a similar process.

Select the **No** radio button in their row. After this, use the **Alert Reason** drop-down to select the 'Kudos-Keep up the great work!' alert reason. Include any optional **Comments**.

Are you concerned about this student?	Alert Reasons (You must choose at least one if you are concerned about the student)
☐ Yes	Kudos - Keep up the great work!
☒ No	
☐ Yes	

Marking students not of concern

If you do not have any concerns about a student's current performance, you can simply select the **No** radio button and leave the Alert Reason blank.

Are you concerned about this student?	Alert Reasons (You must choose at least one if you are concerned about the student)
☐ Yes	
☒ No	
☐ Yes	

Submitting your feedback

After marking students 'of concern' or giving 'Kudos!', you have two options to submit your feedback:

1. **Submit only marked students, or**
2. **Submit unmarked students as not of concern (I'm all done)**

See the descriptions below to determine which option (button) you should use.

Note: The second option to 'submit unmarked students...' is a quick way to mark 'no concern' for all students you did not mark 'yes, of concern' or give a 'Kudos!'

Submit only marked students

This button will submit students you have marked into Pathways 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 to continue marking the rest of the students in your classes.

Submit unmarked students as not of concern (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 of concern. For example, if there are ten students in your course and only two of them are of concern, you don't have to mark them all. You can mark the two students of concern and then use this button to mark the remaining students as not of concern, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your early progress report.