



Responding to Progress Report Requests

Periodically you will receive emails from the GradesFirst system requesting information on students' academic progress through progress report campaigns. The emails are time-sensitive and as such, you will need to respond by the specified due date. Efforts are in place to avoid duplicate requests for student information. These instructions will guide you through responding to a typical GradesFirst Progress Report request.

<p>1. From your email, such as FirstClass or Outlook, open the email requesting information.</p>	
<p>2. The email opens. The contents will vary depending on the request.</p>	
<p>3. To respond to the email, click the <u>Click to Begin Entering Student Feedback</u> link. Notice the expiration or due date. In this case, it is 9/28/2012.</p>	
<p>4. The Student Feedback page appears in your web browser window or tab. For each student listed you will need to provide the requested information. In the case of the example on the right, you would</p> <ul style="list-style-type: none"> • Check whether the student is at-risk of failing your class • Enter the number of absences if known • Select the student's current grade • (Optional) enter any comments 	
<p>5. Choose one of the two options for submitting feedback.</p> <ul style="list-style-type: none"> • <u>Submit only marked students (but I'm not done)</u> Use this button if you want to submit feedback and return to the survey later. • <u>Submit unmarked students as not at-risk (I'm all done)</u> Use this button, if you want to submit the marked students as "at risk," the unmarked students as "not at risk," and complete the survey. 	



- 6. GradesFirst will acknowledge your submission. You will receive this message also, if you attempt to re-enter the feedback for a previously submitted request.

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.

Sample request for Student Feedback

California State University - Bakersfield

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 Howard:
 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.

CF 101-1 Introduction To Chocolate Factories

Student ID	Student Name	At-Risk to Fail Your Class?	How Many Absences?	Current Grade	Comments
1	Wonka, Willy	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>	<input type="text"/>	<input style="width: 100%;" type="text"/>

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)