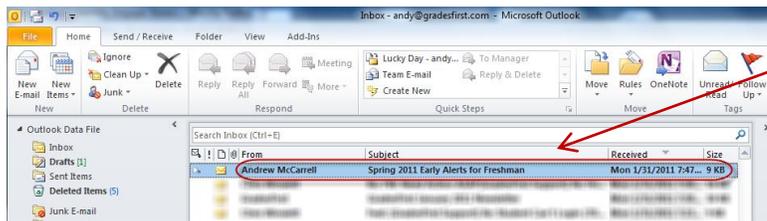# Progress Report Help Sheet for Professors

Below is a brief graphical representation on how a professor can quickly and easily enter a progress report in GradesFirst via a progress report campaign.



**Step 1: Locate the progress report email.** When a progress report campaign is created, GradesFirst will send a single email to each professor. The email will come "From" the person who created the progress report campaign in GradesFirst. When the email is opened, it will look similar to the one below.



## GradesFirst University

## Progress Report Request

Dear Professor Reigner,
You have been requested, by your school, to help student success efforts by providing student performance metrics to student advisors. This allows them to offer targeted assistance to their students. Details are included below.

These evaluations help us track the academic progress and attendance of our student-athletes. Academic Services staff members use information from these evaluations to identify student-athletes who may be at academic risk in an effort to organize support services to help them succeed in the classroom. Early intervention is essential for student-athletes who may be struggling.

Your assistance in completing this request is very much appreciated. If you have any questions or concerns regarding this process, please contact me at anytime.

Click to Begin Entering Progress Reports

**Step 2: Read the message from the campaign creator.** This note was entered by the creator of the progress report campaign. This may contain a brief instructional message or simply an explanation of how this data will be used.

**Step 3: Click the link to begin entering your progress report information.** Clicking this link will open your internet browser and directly log you into GradesFirst so that you may begin to enter your student information.



**Step 4: At-risk?** Select whether your students are at-risk to fail your class. If 'Yes', an email will be sent to their advisor, coach and/orr the student themselves alerting them of their status. Ask your GradesFirst admin to find out who will receive this "at-risk" email.

**Step 5: Enter additional student information.**
*Absences*: Record how many absences each student has accumulated.

*Anticipated Grade*: This is where you record each student's grade at this point in the term.

*Comments*: These comments are NOT visible by the student and should be used to accurately describe the student's current academic status.

**Step 6: Select the appropriate 'Submit' button.** Consider the 'Submit Completed' button very similar to the Save As button that you see in most applications. When clicked, this button will mark students for whom you have entered information for as complete. It will also leave students for whom you have not entered information for to be completed at a later time. Use this option if you wish to close your browser, and at any time, re-click the link in your email to finish entering your student information.

The 'Submit Remaining' button is your "I'm all done" button. Use this button if you only wish to enter information for at-risk students while not worrying about entering student information for those who are not considered at-risk. For example, a total of four students in your class and only a single student is considered at-risk. Enter information only for that at-risk student and click the 'Submit Remaining' button. This will finish out your progress report and submit that single student as at-risk while at the same time submitting the other three students, for whom you have not entered any information, as not at-risk.