

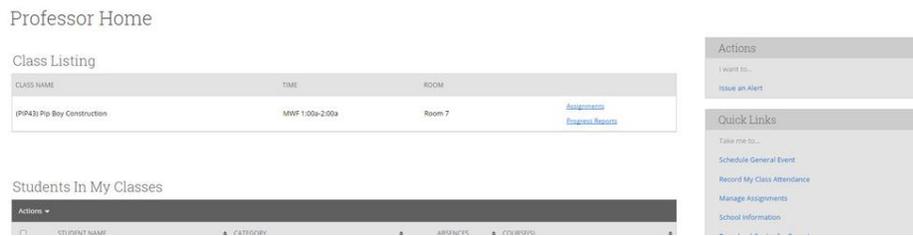
# Faculty Progress Reports

**To create a progress report on a student, please follow the steps below.**

GradesFirst Progress Reports allows you to alert support staff about a student who needs assistance or the potential at-risk student who is about to leave your institution.

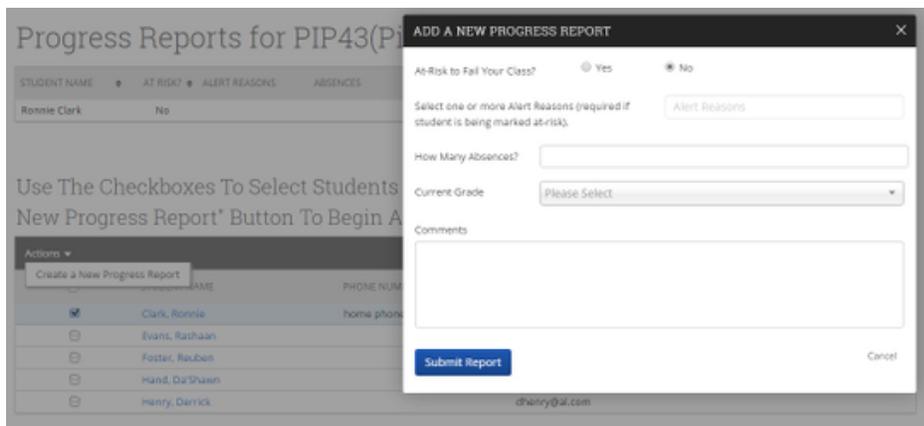
To create a progress report:

1. Go to your **“Professor Home”** to view your class list.
2. Click the **Progress Reports** link next to the class for which you would like to submit Progress Reports.



2. On the **Progress Reports** screen, select the student for whom you would like to submit a report, and click **Actions** and then **Create a New Progress Report**.

3. On the **Add a New Progress Report** dialog, enter the information regarding the student.



- **At-Risk to Fail Your Class?** - Indicate whether this student is currently at-risk to fail your class. (excess absences and/or grades of D or lower are good reasons to use the at-risk flag)
- **Absences** - The number of absences this student has accumulated thus far.

- **Current Grade** – An estimated grade the student has earned in this course.
- **Comments** – You may enter a narrative regarding how this student is progressing in their course. As with any narrative comment, the more complete the better.

4. Click **Submit Report**.