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.

Professor Home				
Class Listing				Actions
CLASS NAME	TIME	ROOM		issue an Alert
(PIP43) Pip Boy Construction	MWF 1:00a-2:00a	Room 7	Assignments Progress Reports	Quick Links
				Take me to Schedule General Event
Students In My Classes				Record My Class Attendance
Actions •			7. N. 177	School Information
STUDENT NAME	▲ CATEGORY	a ARSENCES a C	ningspisi	A

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.

Progres	s Reports fo	r PIP43(Pi	ADD A NEW PROGRESS REPORT X
	AT RISK? ALERT REASONS	ABSENCES	At-Risk to Fail Your Class? © Yes @ No
Ronnie Clark	No		Select one or more Allert Reasons (required if student is being marked at-risk).
			How Many Absences?
Use The Checkboxes To Select Students			Current Grade Please Select *
New Progr	ess Report' Butto	on To Begin A	Comments
Actions +	orrans Banort		
	AME	PHONE NUM	
80	Clark, Ronnie	home phone	
	Evans, Rashaan		
	Foster, Reuben		Submit Report Concel
	Hand, DarShawn		
	Henry, Derrick		dhenry@il.com

- 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**.