

# GradesFirst

## How To Submit Progress Reports

Two Methods:  
Campaign Link (Specified Date Range)  
Ad-Hoc



**CITY COLLEGES**  
*of* CHICAGO  
Education that Works

# Professor Homepage – Submitting Progress Reports via the Campaign Link



## Professor Home

Name, please respond to the following progress report request(s):

- Rasmus Lynnerup would like you complete 131 progress report(s) by **Sunday, Feb. 07, 2016** [Fill Out Progress Reports](#)

## Class Listing

CLASS NAME	TIME	ROOM	
(CIS-120) Intro to Microcomputers	MW 8:00a-9:15a	MXM - Rm 6000	<a href="#">Progress Reports</a>
(CIS-120) Intro to Microcomputers	MW 10:00a-11:15a	MXM - Rm 6000	<a href="#">Progress Reports</a>

## Quick Links

Take me to...

[Record My Class Attendance](#)

[School Information](#)

[Download Center for Reports](#)

Campaign Links will only be available during the specified date range. However, you can still submit progress reports via the ad-hoc method (see Slide 4). Sure.

1. Click "Fill Out Progress Reports."



# 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 Cunningham II:

Please fill out progress reports for students enrolled in the classes below. If you are marking a student "at-risk" of failing your class, please provide information related to their academic performance. Note:

- The only **required field(s)** to submit a progress report is to mark the student "at risk", or not "at risk". If the student is marked "at risk", a reason must be selected. By submitting a progress report, an email will be automatically sent to both the student and assigned advisor.
- The subject of the email to the student will be titled: **"We are here to help you succeed!"**
- See the email that is generated to the student if he/she is marked at risk:

<http://www.ccc.edu/menu/Documents/EmailtoStudentsinGradesFirst.pdf>

For your convenience, the at-risk reasons are pre-defined and you may select more than one. Also, please feel free to include your own comments. Remember, *students will be able to view these comments when they log into GradesFirst, under their Reports/Notes tab.*

Whether you mark a student at-risk or not at-risk, a report will be filed in their GradesFirst account immediately after you submit all of your progress reports. If at any time during the term, the status of the student's academic outlook changes, you are encouraged to submit another progress report to show the change.

Advisors will follow-up with their assigned students in which a progress report was submitted and flagged at risk. Students can anticipate a communication from their advisor encouraging them to set up an advising session, and referring them to support services.

Thank you for your dedication to the success of our students.

### CIS-120-MX-A Intro To Microcomputers

Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if the student is at risk)	How Many Absences?	Current Grade	Reasons Student is At-Risk
1 SNAME, ID	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			
2 SNAME, ID	<input type="radio"/> Yes <input type="radio"/> No	Alert Reasons			

#### Inconsistent Attendance is Affecting Academic Progress

Low Test Scores, Low Quiz Scores, and/or Missing Assignments

Non-academic Issue is Impacting Performance

#### Low Attendance Is Affecting Academic Progress

Students who received an attendance related progress report will be contacted by the **Call Center** within 24-48 hours.

#### Low Test Scores, Low Quiz Scores, and/or Missing Assignments

**Tutoring Centers** will contact students who receive the "Low Test Scores, Low Quiz Scores, and/or Missing Assignments" alert reason.

Please provide details on how a tutor could best support your students. Tutors benefit from understanding what content and study skills are impacting the student's performance in class.

#### Non-Academic Issue Is Impacting Performance

Students identified as at-risk due to a "Non-Academic" issue will be contacted by **advisors** for a referral to the Disability Access Center (DAC), Veterans Services, the Wellness Center, and other resources.

Submit only marked students (but I'm not done)

Submit unmarked students as not At-Risk (I'm all done)

- Specify At-Risk Status (Yes, No)
- If At-Risk, Specify "Alert Reason."
- Specify "Absences"
- Specify Current Grade
- Add Comments
- Click Submit Report

# Professor Homepage – Submitting Ad-hoc Progress Reports (Outside Campaign Link)



Fall 2015



## Professor Home

If you do not see the “Professor Home” by default, then you have Dual (or multiple) Roles associated to your account.  
(See Appendix A to learn how to switch between roles. )

Quick Links

- Take me to...
- Record My Class Attendance
- School Information
- Download Center for Reports

### Class Listing

CLASS NAME	TIME	ROOM	
(BIOLOGY-227) Human Struc and Func II	M 1:30p-4:20p	Bldg 5 - Rm 5227	<b>1</b> <a href="#">Progress Reports</a>
(BIOLOGY-227) Human Struc and Func II	W 1:30p-4:20p	Bldg 5 - Rm 5227	<a href="#">Progress Reports</a>
(BIOLOGY-226) Human Struc and Func I	T 10:30a-1:20p	Bldg 5 - Rm 5227	<a href="#">Progress Reports</a>
(BIOLOGY-226) Human Struc and Func I	R 10:30a-1:20p	Bldg 5 - Rm 5227	<a href="#">Progress Reports</a>

1. Click Progress Reports

### Students In My Classes

Actions	STUDENT NAME	CATEGORY	ABSENCES	COURSE(S)	AT RISK?
<input type="checkbox"/>	1 Student 1	Do Not Drop Class (DDC-DDC), Eligible for English 098 (E098), Eligible for Reading 099 (R099), Enrollment Priority Group 3 (PRI3), ET:Fall 2014, Financial Aid Recipient (DDC-FA), IPEDS 2014 (IPD-2014)	0 (0)	BIOLOGY-226, BIOLOGY-226	No
<input type="checkbox"/>	2 Student 2	Degree Audit batch 2 (FDB), Do Not Drop Class (DDC-DDC), Enrollment Priority Group 1 (PRI1), Financial Aid Recipient (DDC-FA)	0 (0)	BIOLOGY-227, BIOLOGY-227	No
<input type="checkbox"/>	3 Student 3	Do Not Drop Class (DDC-DDC), Enrollment Priority Group 2 (PRI2), Financial Aid Recipient (DDC-FA), Students w/Eng 101 Requirement (E101), Students w/Math 99 Requirement	0 (0)	BIOLOGY-227, BIOLOGY-227	No

There are (2) ways to submit Progress Reports:

1. through the Campaign Link (not shown).
2. by clicking “Progress Reports” next to each course (this is the ad-hoc method).

**Note: This job aide will show you how to submit them through the second method.**

# Professor Homepage – Submitting Ad-hoc Progress Reports (Outside Campaign Link)

## Progress Reports for ENGLISH-98(Composition)

STUDENT NAME	AT RISK?	ALERT REASONS	ABSENCES	EXPECTED	COMMENTS	CREATED AT
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Use The Checkboxes To Select Students From Your Classes And Then Click The "Create A New Progress Report" Button To Begin Adding A New Progress Report.

A screenshot of a table with columns: STUDENT NAME, PHONE NUMBER, EMAIL ADDRESS. The first row is highlighted in blue. A red box highlights the 'Actions' dropdown menu (labeled '3') and the checkbox for 'Student 1' (labeled '2').

A screenshot of the 'ADD A NEW PROGRESS REPORT' form. It includes fields for 'At-Risk to Fail Your Class?' (radio buttons for Yes/No), 'Alert Reasons' (text input), 'How Many Absences?' (text input), 'Current Grade' (dropdown menu), and 'Reasons Student is At-Risk' (text area). A blue box highlights the text area with callout '8'. A 'Submit Report' button is at the bottom left (callout '9').

A screenshot of the 'ADD A NEW PROGRESS REPORT' form with a yellow box highlighting the student selection list (labeled 'You can select multiple students.') and the warning message: 'WARNING: You are about to submit a progress report for multiple students.'

### Class Information

**Name:**  
ENGLISH-98 – Composition

**Class Days:**  
TR 8:00a-9:15a

**Hours:**  
3.0

**Professor(s):**  
Professor Name

2. Click Checkbox to Select Student(s).
3. Click Drop Down Arrow and Click "Create New Progress Report".
4. Specify At-Risk Status (Yes, No)
5. If At-Risk, Specify "Alert Reason."
6. Specify "Absences"
7. Specify Current Grade
8. Add Comments
9. Click Submit Report

*Note: Once Progress Reports are submitted, students and their assigned advisor receive a notification.*

# Appendix A– Switching Between Roles

Many roles are based on the “Advisor” role and it’s the system’s default role.

Advisor Home ▾

Professor Home ▲

1. Click the Drop Down Arrow
2. Click “Professor Home.”

Professor Home ▾

Class Listing

CLASS NAME	TIME	ROOM	
(ENGLISH-98) Composition	MW 12:30p-1:50p	Rm 1038	<a href="#">Progress Reports</a>
(ENGLISH-100) Basic Writing Skills	MW 2:00p-3:20p	Rm 609	<a href="#">Progress Reports</a>
(ENGLISH-100) Basic Writing Skills	TR 2:00p-3:20p	Rm 607	<a href="#">Progress Reports</a>
(ENGLISH-102) Composition	T 12:00a-1:20a, T 9:30a-10:50a	http://ccc.blackboard.com, Rm 618	<a href="#">Progress Reports</a>
(ENGLISH-102) Composition	TR 3:55p-5:15p	Rm 604	<a href="#">Progress Reports</a>
(ENGLISH-201) Advanced Composition	MW 5:30p-6:50p	Rm 621	<a href="#">Progress Reports</a>

DRAFT-For Discussion Only