GradesFirst
How To Submit Progress Reports

Two Methods:
Campaign Link (Specified Date Range)
Ad-Hoc
1. Click “Fill Out Progress Reports.”
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.

“We are here to help you succeed!”

http://www.ccoc.edu/mta/Documents/Email_to_Students_in_GradesFirst.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

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.
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.)

1. Click Progress Reports

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.
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.

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

You can select multiple students.

Provide more details as to why your student is experiencing challenges in your course as this helps other areas better support your student (ex. coursework missed).

Note: Once Progress Reports are submitted, students and their assigned advisor receive a notification.
Appendix A– Switching Between Roles

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

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