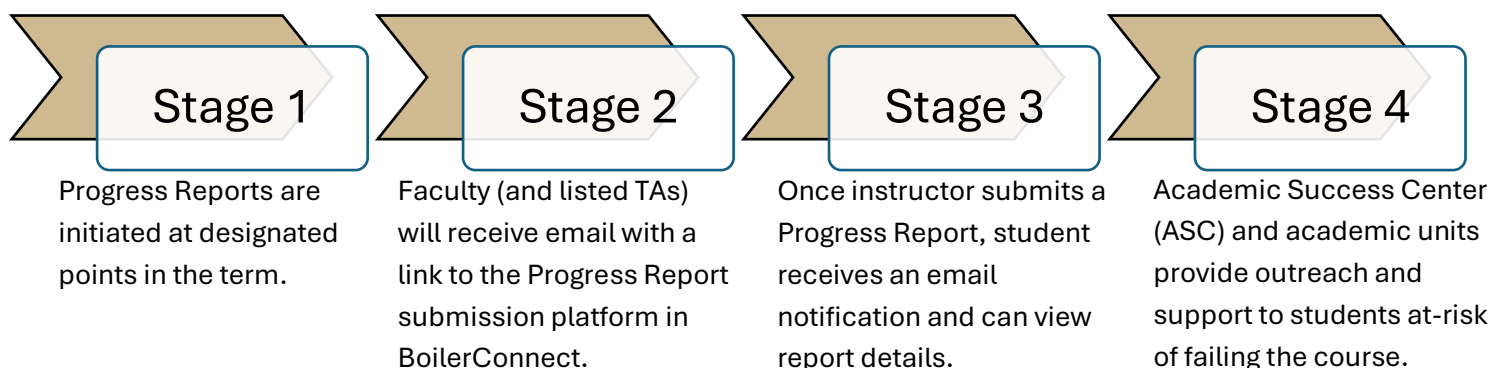


Faculty Quick Guide to Submitting BoilerConnect Progress Reports

What is a Progress Report?

Progress Reports are used to assess a student's academic performance or progress in your course. Progress Reports are submitted through a Progress Report Campaign during designated points throughout the semester.

A Progress Report can highlight both good academic performance and areas where a student may be struggling in your course. Progress Reports should NOT be used to replace the Student of Concern Report process.



If you mark a student as at-risk of failing your course (grade of D or F) on the Progress Report feedback form, you must select at least one alert reason (can select multiple):

- Instructor Recommends Student Seek Academic Resources
- Instructor Recommends Student Withdraw from Course

When a student is marked as at-risk of failing your course, BoilerConnect will create an at-risk alert with the information submitted, including your comments, that will be available for students to view. In addition, an email will be sent to the student with the alert reason listed.

- If you indicated you **recommend resources**, the Academic Success Center (ASC) will use this information to conduct personalized outreach to follow up with the student.
- If you indicated the student should **consider withdrawing** from the course, their Academic Advisor will receive an email with the alert reason and recommendation listed.

If the student is not at risk of failing your course but still showing academic concerns, you can still select these alert reasons (for instance, the student has missing assignments, but it is not impacting their grade enough to put them at-risk of failing). Comments allow you to offer feedback and advice to students on how to improve their performance while allowing staff to assess the student's risk of failing and engage in appropriate institutional outreach.

You received a Progress Report Feedback Request. What should you do next?

1. Click on the link in the email to begin entering student feedback.
2. Under the *At-Risk to Fail Your Class?* column, select *Yes* for any student this applies to.
 - a. Choosing an option from the *Alert Reason(s)* dropdown and inputting comments are **OPTIONAL** for students who are **not** at-risk to fail your course.
3. If you marked that a student is at-risk to fail your course, you **must** choose a reason from the *Alert Reason(s)* dropdown that best describes your concern.
 - a. You may choose more than one Alert Reason. Keep in mind that each Alert Reason will open an individual “Case”, except for ‘Kudos’. All Alerts send a separate email to the student.

	Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)
1	[Redacted]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Instructor recommends student withdraw from course
2	[Redacted]	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/> Kudos: Keep up the hard work
3	[Redacted]	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Instructor recommends student seek academic resources

4. At the bottom, select the *Submit only marked students (but I'm not done)* button if you are ready to submit reports for **some** students, but plan to revisit this page to complete feedback for additional students later.

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

5. Select the *Submit unmarked students as not At-Risk (I'm all done)* if you are finished identifying students you are academically concerned about.

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

Intervention Specifics

Instructor Recommends Student Seek Academic Resources

Who & When	Who is notified of the alert and how?
<p>Who uses the alert: Instructors</p> <p>When to use the alert: You are concerned about the student's academic progress in your course and recommend they seek academic or tutoring support.</p>	<p>Alert Triggers an Email?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No email ✓ Assigned Advisor ✓ Student <p>Alert Creates a Case?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No Case <input type="checkbox"/> Case assigned to Academic Advisor ✓ Case assigned to Academic Success Center (ASC)

Intervention Expectations	
<ul style="list-style-type: none"> • Case and formal intervention required. • Advisors are notified of alert. • Academic Success Center (ASC): provide outreach to student based on information included in the progress report alert. Refer students to additional campus resources as applicable. • If there are non-academic related concerns, submit a Student of Concern report. 	<ul style="list-style-type: none"> • Case closed: after two outreaches within two weeks since case creation, or made contact with the student. This is regardless of outcome. • Document outcome and comments in BoilerConnect Case. • Instructor is not notified of outcome.

Email Sent to Student

Subject: Your Instructor has Feedback

Hi {student_first_name},

Your instructor, {completer_name}, has provided feedback about your academic progress in {course_name}{course_number}.

Are there academic resources you would like to know more about? A staff member from the [Academic Success Center \(ASC\)](#) will be reaching out to discuss the academic support resources available for you. In the meantime, here are some things you can do right now about your performance in this course:

- Speak with your professor to discuss your status in the class as soon as possible. You should be able to find their contact information in the course syllabus or in [myPurdue](#).
- Talk to your academic advisor about your options. [Schedule an appointment here](#).

Intervention Specifics

Instructor Recommends Student Withdraw from Course

Who & When	Who is notified of the alert and how?
<p>Who uses the alert: Instructors</p> <p>When to use the alert: You are concerned about the student's academic progress in your course and recommend they withdraw from the course.</p>	<p>Alert Triggers an Email?</p> <ul style="list-style-type: none"> <input type="checkbox"/> No email ✓ Assigned Advisor ✓ Student <p>Alert Creates a Case?</p> <ul style="list-style-type: none"> ✓ No Case <input type="checkbox"/> Case assigned to Academic Advisor <input type="checkbox"/> Case assigned to Academic Success Center (ASC)

Intervention Expectations	
<ul style="list-style-type: none"> • No case or formal intervention required. • Advisors are notified to follow up with student. • Advisor: reach out to student and incorporate concern into discussion. Help student understand implications of course withdrawal and assist them with the process. • If there are non-academic related concerns, submit a Student of Concern report. 	<ul style="list-style-type: none"> • Document as Note or Appointment Summary in BoilerConnect. • Instructor is not notified of outcome.

Email Sent to Student
<p>Subject: Your Instructor has Feedback</p> <p>Hi {\$student_first_name},</p> <p>Your instructor, {\$completer_name}, has provided feedback about your academic progress in {\$course_name}{\$course_number}.</p> <p>Here are some things you can do right now about your performance in this course:</p> <ul style="list-style-type: none"> • Speak with your professor to discuss your status in the class as soon as possible. You should be able to find their contact information in the course syllabus or in myPurdue. • Check out what academic support resources the Academic Success Center (ASC) has to offer. • Talk to your academic advisor about your options. Schedule an appointment here.

Intervention Specifics

Kudos: Keep up the hard work

Who & When	Who is notified of the alert and how?
<p>Who uses the alert: Instructors</p> <p>When to use the alert: Encouragement for the student to keep up the hard work. (“No” on Progress Report, then choose “Alert Reason: Kudos...”)</p>	<p>Alert Triggers an Email?</p> <p><input type="checkbox"/> No email</p> <p>✓ Assigned Advisor</p> <p>✓ Student</p> <p>Alert Creates a Case?</p> <p>✓ No Case</p> <p><input type="checkbox"/> Case assigned to Academic Advisor</p> <p><input type="checkbox"/> Case assigned to Academic Success Center (ASC)</p>

Intervention Expectations

- **No case or formal intervention required.**
- Advisors are notified of the positive alert.
- Automated email to student letting them know their professor noticed their hard work in class and encouraging them to keep it up!

Email Sent to Student

Subject: Keep up the hard work!

Hi {\$student_first_name},

Purdue cares about your success and professors are sometimes asked to provide feedback on your academic progress.

Your instructor, {\$completer_name}, in {\$course_name}{\$course_number} has reported that you have shown hard work in their course, learning concepts and developing skills. Keep up the hard work!