

Faculty Guide to Submitting BoilerConnect Progress Reports

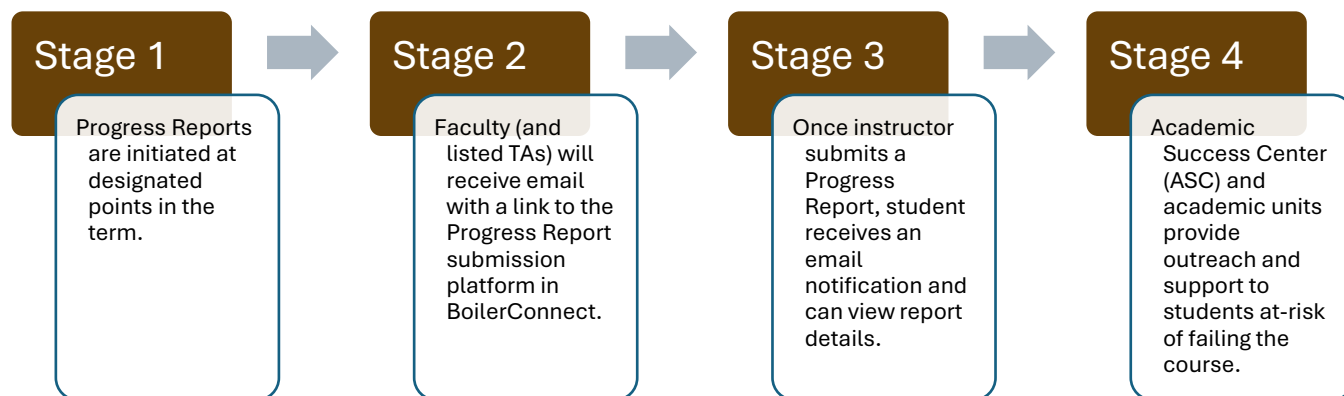
Contents

| | |
|---|---|
| What is a Progress Report? | 2 |
| You received a Progress Report Feedback Request. What should you do next?..... | 3 |
| Intervention Specifics: Instructor Recommends Student Seek Academic Resources | 5 |
| Intervention Specifics: Instructor Recommends Student Withdraw from Course | 6 |
| Progress Report Workflows..... | 7 |
| <i>Round 1</i> | 7 |
| <i>Round 2</i> | 8 |

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 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).

We highly encourage adding comments to provide additional context. 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.

If there are multiple instructors listed for your course section, you can forward the email to any of the other listed instructors. **However, please ensure that there is only ONE instructor who submits the Progress Report so there is no chance of conflicting information.**

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.” All Alerts send a separate email to the student. See the pages below for more information about the next steps after a Progress Report is submitted.

| | Student Name | At-Risk to Fail Your Class? | Alert Reasons (You must choose at least one if the student is at risk) |
|---|--|--|--|
| 1 | Student, B.C. Student ID: 023591281 | <input checked="" type="radio"/> Yes <input type="radio"/> No | Instructor Recommends Student Seek Academic Resources |
| 2 | Student, EduNav Joe Student ID: 027048142 | <input type="radio"/> Yes <input checked="" type="radio"/> No | Instructor Recommends Student Seek Academic Resources |
| 3 | Student, EduNav1 Student ID: 023580783 | <input checked="" type="radio"/> Yes <input type="radio"/> No | Instructor Recommends Student Withdraw from Course |
| 4 | Student, EduNav10 Student ID: 024215361 | <input checked="" type="radio"/> Yes <input type="radio"/> No | Instructor Recommends Student Seek Academic Resources |

4. If the student has poor attendance, please enter “Y” in the column accordingly. You can add more information in the Comments field.
5. Add comments to provide context to the student’s status in your course. Comments help the student, advisor, and support staff identify the best steps for success.

| Enter “Y” if student has poor attendance | Comments (optional) |
|--|--|
| <input type="text" value="Y"/> | B.C. can still pass if they do not miss another class. |
| <input type="text"/> | |
| <input type="text" value="Y"/> | Stopped attending class in week 2 |
| <input type="text"/> | Missing Paper #1 and poor grade on reflection journals |

6. 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)

7. 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)

IMPORTANT: Both *Submit* buttons will submit information about marked students. You cannot mark a student, save, and edit later.

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 <input type="checkbox"/> Assigned Advisor <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> Case assigned to Academic Success Center (ASC) |

Intervention Expectations

- **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.
- **Advisors:** in Round 2 (Weeks 10-12), advisors are expected to follow up with students who receive 2 or more Progress Reports submitted.
- **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.
- **If there are non-academic related concerns, submit a [Student of Concern](#) report.**

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](#).
- Having personal issues that are keeping you from doing your best? [Any of these offices might be able to help!](#)

Many students at Purdue have challenges at some point in their studies, you are not alone! Reach out and get the support you need to make the best decision for yourself about how to improve in this course.

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. | <ul style="list-style-type: none"> • Document as Note or Appointment Summary in BoilerConnect. • Instructor is not notified of outcome. • If there are non-academic related concerns, submit a Student of Concern report. |

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}.

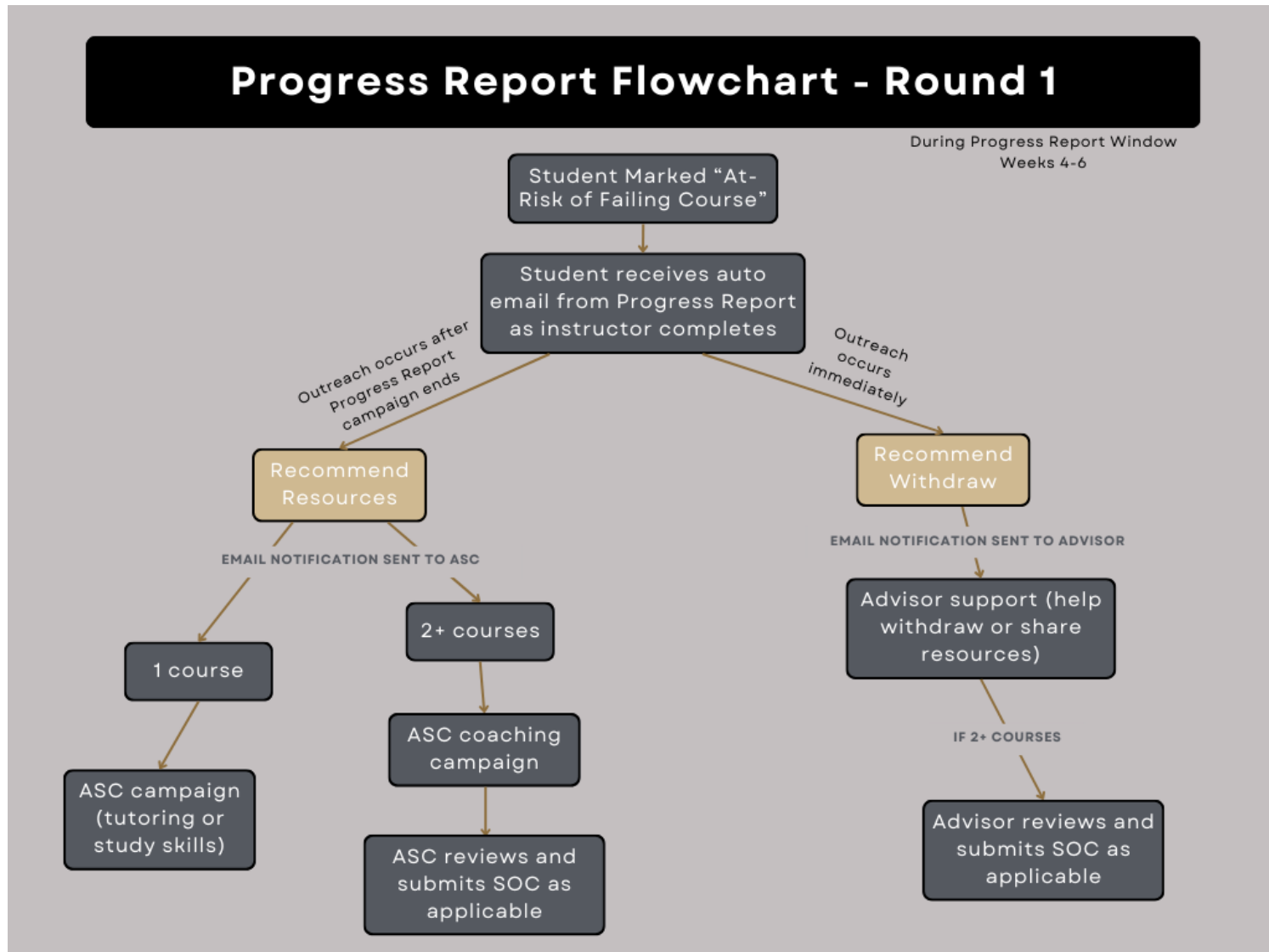
Here are some things you can do right now about your performance in this course:

- 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](#).
- 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](#).
- Having personal issues that are keeping you from doing your best? [Any of these offices might be able to help!](#)

Many students at Purdue have challenges at some point in their studies, you are not alone! Reach out and get the support you need to make the best decision for yourself about how to improve in this course.

Progress Report Workflows

Round 1



Round 2

