Fall 2016 SSC
Academic Progress Reporting Survey

Reporting Period Opens: September 12 at 10:00 am.
Reporting Window Closes: September 26 at 11:58 pm.

Faculty Guide to SSC Academic Progress Reporting

Student Success Collaborative (SSC) Progress Report Campaigns allow faculty to identify and report students in your course(s) who are of concern due to their academic performance.

Email Notification

When a Progress Report Campaign is initiated, you will receive a request notification email like the example below. This email includes a direct link to the Progress Report screen where you can enter your feedback. This link expires on the date listed in the email. After this date, the campaign is over and you will no longer be able to complete your feedback. Be sure to complete your student feedback on or before this date.
If you wish for a TA to complete the survey on your behalf, you may simply forward the survey to the TA. Please note, however, that it will appear to SSC that you, as the instructor of record, have completed the survey.
**Entering Student Feedback**

Click on the link in the request notification email to view the Student Feedback screen and start entering your feedback.

It is best to include as much information as possible, especially in your Comments. The more feedback you pass along to support staff, the easier it will be to get the student the help they need. It will also give the Advisor a better overall view of the students’ academic performance. For these reasons, we encourage you to fill out as much as you can.
Submitting Feedback

You have two options to consider when submitting feedback:

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

This option allows you to submit only the students you have marked on the report. This can be very helpful if you only have time to fill out part of the feedback form. Instead of leaving the form pulled up on your computer, you can submit your completed work and return and finish later by clicking the link in the request notification email.

2. Submit unmarked students as Not of Concern (I'm all done)

After you’ve entered all your feedback and marked certain students as of concern, you can use this option to mark the remaining students as not of concern and complete your feedback.

Faculty who participate in the progress survey will receive an email thank you. This is your confirmation that the survey(s) are submitted.

Please note that students will be notified of alerts raised by their professors via the progress survey. This notification will provide the course and instructor name, confirm that an alert has been raised, and include information on campus academic resources.

This email notification will come from Cyndie Roberts of Undergraduate Advising and Academic Services, and will detail the alert raised (see alert types below), and the corresponding course. This email will refer the student first to the instructor for follow up, and detail academic support services on campus, including the Learning Commons. Finally, if a student is feeling overwhelmed and is unsure of where to turn for assistance, they will be encouraged to contact Cyndie directly. These students, as well as students who receive more than four alerts, will be placed on a “watch list” by Cyndie and monitored closely throughout the semester. This
monitoring will include regular outreach.

**Academic Advisors and student academic support staff will work with faculty to follow up with students who receive alerts via the progress survey.**

**SSC Academic Progress Survey Alert Types**

- Inconsistent Attendance Affecting Academic Performance
- Poor Class Participation
- Low Quiz/Test Scores
- Inadequate Homework or Assignments
- Missing Assignments
- Unsatisfactory Academic Performance

Learning Commons Referral (instructors who raise alerts will receive a “close the loop” notification from Learning Commons staff when they reach out to the student of concern)

We look forward to engaging a “close the loop” feature for all alerts in the near future.

Visit our Website: http://www.bgsu.edu/ssc for more information about SSC and to learn more about what happens when alerts are raised.