

How to Complete a Student Performance Progress Report

The Student Performance Progress Report is the Spartan Success Network (SSN) tool through which faculty provide students with mid-semester feedback on their current standing in each of their classes. **This process involves writing brief comments to students, so please allow sufficient time to do so prior to the report deadline.**

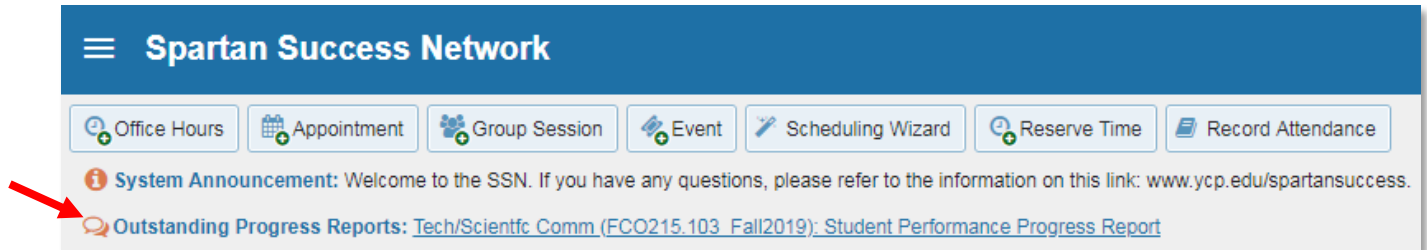
You will receive an email when there is a new report to complete. Each report presents a roster for one course section.

NOTE: If you are team-teaching or otherwise sharing a course, all instructors will receive email notifications about the associated report. Consult with each other to determine which ONE of the instructors will complete the report; the other instructor(s) simply will submit a “blank” report to prevent future reminder messages and to facilitate thorough record-keeping.

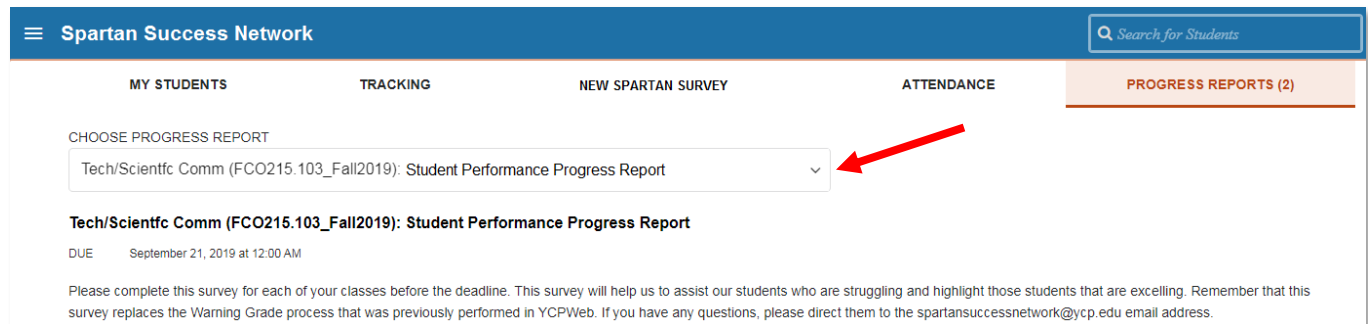


1. Access SSN by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.

2. Select the **Outstanding Progress Reports** link on your SSN Home page to go to the **Progress Reports** tab.



The selected report opens, listing your students on the left and items you may raise across the top. Each course you are teaching will be listed in the drop-down menu within the Progress Reports tab.



3. As shown below, use the check boxes to provide feedback to students who either need to improve their performance or deserve recognition for having done very well thus far. **For students who do not meet either criterion, do not check any boxes.**

- Select **Warning Grade** for students whose current overall course grade is less than a 2.0.
- Select **Outstanding Academic Performance** to acknowledge students who have been doing particularly well.

NOTE: When writing comments to each student, please follow the guidelines on the next page. **It is best practice to write comments to the student—not about the student.**

In Warning Grade comments, please include the:

- Student’s current overall course grade
- Main reason(s) for that grade
- Proportion of course grades (e.g., percentage, points) that has been completed

In Outstanding Academic Performance comments, consider specifying what the student has done particularly well—not just in terms of grades but also, e.g., their class engagement, preparation, contributions, etc.

The screenshot shows the 'Spartan Success Network' interface. At the top, there are navigation tabs: MY STUDENTS, TRACKING, NEW SPARTAN SURVEY, ATTENDANCE, and PROGRESS REPORTS (1). Below these is a search bar and a table with columns: Name, Warning Grade, and Outstanding Academic Performance. The table lists five students. Student 1 has a 'Warning Grade' flag checked, and Student 2 has an 'Outstanding Academic Performance' flag checked. Below each flag is a text input field labeled 'Comment required'. Red arrows from the text boxes above point to these input fields.

4. Click the **Submit** button *only* when you are finished providing feedback. (Once you have submitted the report, it is no longer accessible, so you won’t have an opportunity to add to or undo your responses.) Subsequently, students for whom you raised a flag or kudos will receive the following email from you:

Warning Grade Email Template	Outstanding Academic Performance Email Template
<p><i>Subject Line:</i> [Flag Name] Flag in [Course Name]</p> <p>Dear [Student First Name]:</p> <p>Professor [Raiser’s Name] has raised a(n) [Flag Name] flag in [Course Name] and is providing you with the following feedback:</p> <p style="text-align: center;"><i>[Raiser’s Comments]</i></p> <p>Unless otherwise specified above, please follow-up with your professor ([Raiser’s Email]) to address this [Flag Name] flag.</p> <p>York College has a variety of resources available to support your success. To learn more, go to your Success Network and click on the “Show Other Services” button below your connections.</p>	<p><i>Subject Line:</i> [Kudos Name] in [Course Name]</p> <p>Dear [Student First Name]:</p> <p>Professor [Raiser’s Name] has given you kudos in [Course Name]:</p> <p style="text-align: center;"><i>[Raiser’s Comments]</i></p> <p>Congrats on earning a(n) [Kudos Name] kudos!</p>