

How to Complete a Student Performance Progress Report

The Student Performance Progress Report replaces the YCP Web-based warning grade reporting process. All faculty are required to complete this report to provide students with mid-semester feedback on their current standing in your course(s). **This process involves writing brief comments to students, so please allow sufficient time to do so prior to the report deadline.**

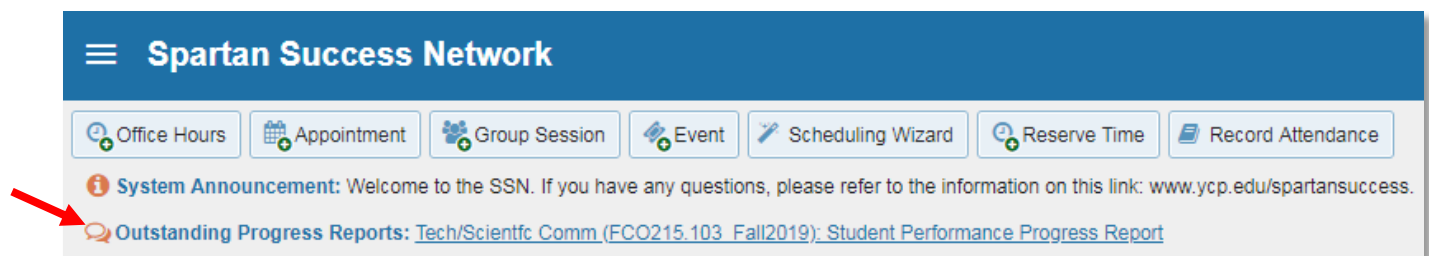
You will receive an email when there is a new report for you to complete. Each individual report presents a student roster for one course section.

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.

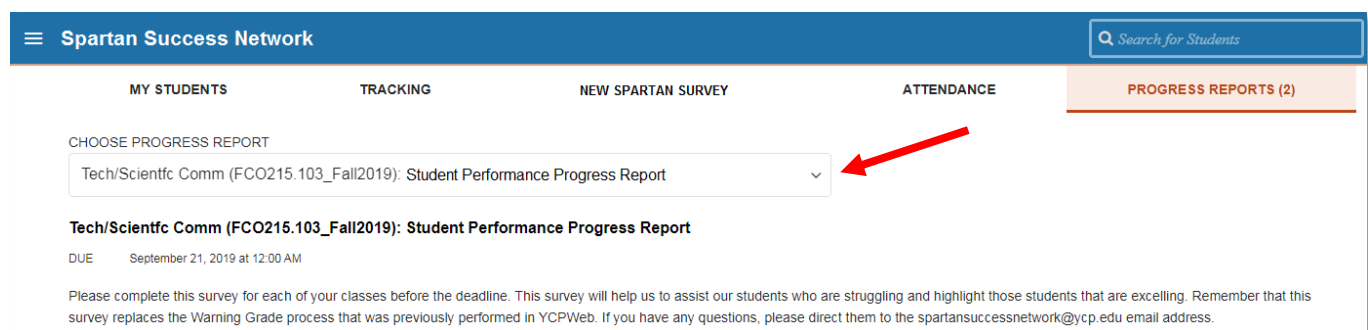
1. Access Spartan Success Network (SSN) by logging in to **MyYCP** and clicking on the green star icon labeled **Spartan Success**.



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



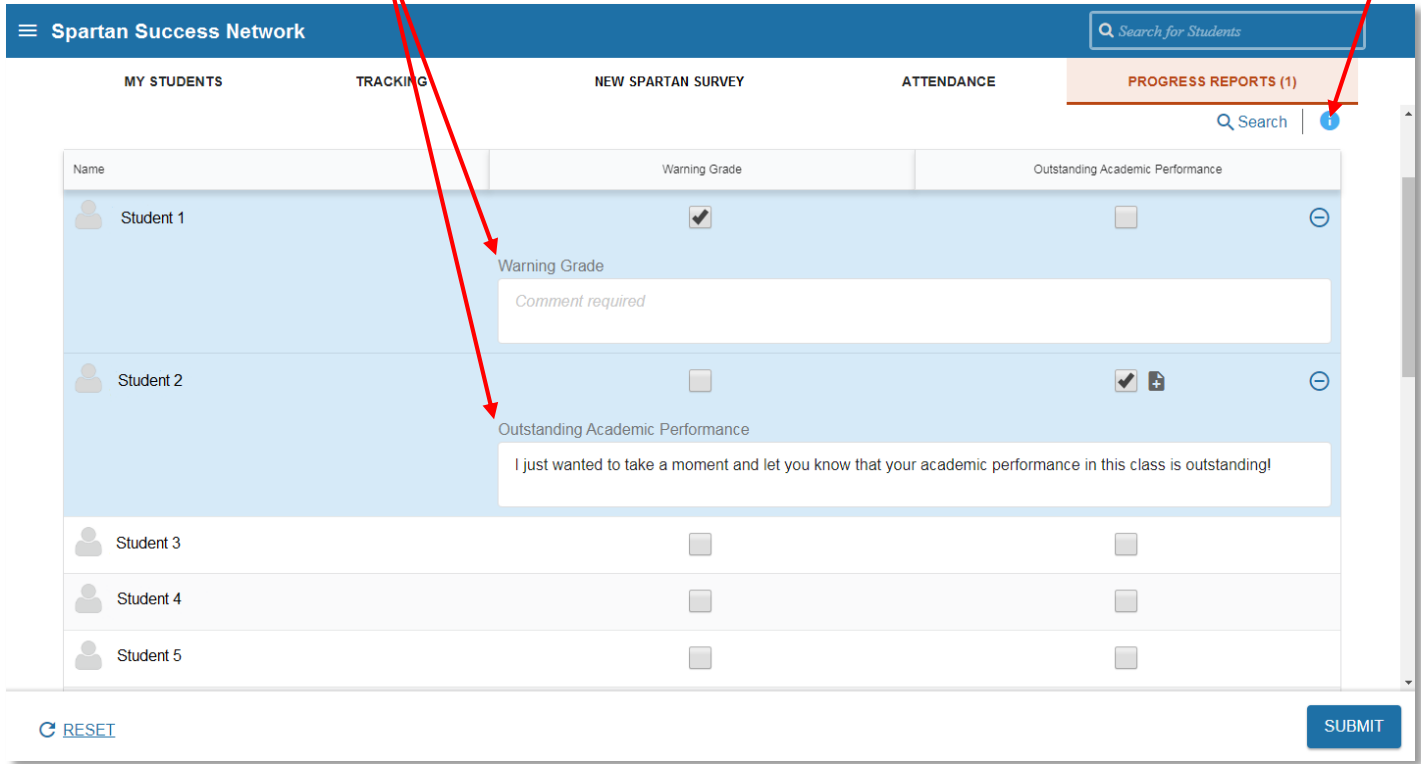
The selected report opens, listing your students on the left and items you may raise across the top. Each course you are teaching will be listed in the drop-down menu within the Progress Reports tab.



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** when you want to acknowledge students who have been doing particularly well in the course.

Comments are *required* for the Warning Grade Flag and *optional* for the Outstanding Academic Performance Kudos. **Comments are sent directly to the student as shown in the templates below, so please write them accordingly.**

Click on the information icon for details about each response option.



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 Warning Grade Flag or an Outstanding Academic Performance Kudos will receive the following email from you:

NOTE: As shown below, information in brackets will be populated automatically in the emails that are sent to students. To ensure message clarity:

- Please **DO NOT** include salutations and signatures in your comments.
- Please **DO** write your comments (i.e., the body of the email) directly to the student.

Warning Grade Email Template	Outstanding Academic Performance Email Template
<i>Subject Line:</i> Warning Grade in [Course Name]	<i>Subject Line:</i> Outstanding Academic Performance
Dear [Student First Name]:	Dear [Student First Name]:
[Your Comments]	[Your Comments]
Sincerely,	Sincerely,
Professor [Your Name] [Your Email] [Your Phone Number]	Professor [Your Name] [Your Email] [Your Phone Number]

NOTE: When writing your comments, please include the:

1. Student's current overall course grade
2. Main reason(s) for that grade
3. Proportion of course grades (e.g., percentage, points) that have been completed

NOTE: If you do not enter any comments for the Kudos, the default comment will be sent to the student: "I just wanted to take a moment and let you know that your academic performance in this class is outstanding!"