

Early & Mid-Semester Progress Report Instructions for Faculty



Contents

ESPR/MSPR INFORMATION	2
ESPR/MSPR GUIDELINES	2
PERFORMANCE INDICATORS	3
TO ACCESS THE ESPR/MSPR FOR YOUR	4
COURSE(S): HOWTO COMPLETE ESPR/	6
MSPR HOW TO SUBMIT ESPR/MSPR	7
REPORTING	7

ESPR Information

To comply with Title IV regulations, Syracuse University tracks student “Non-Attendance” through Orange SSuccess. Faculty are expected to indicate students who never attended a class using Orange SSuccess during the ESPR. The definition of the NA grade will be changed in the Academic Rules and on the transcript legend from ‘did not attend/withdrew’ to ‘did not attend’. The Office of the Registrar and the Office of Financial Aid will monitor Orange SSuccess and mark students in PeopleSoft with an NA grade, track enrollment status change, and return funds as needed.

Teaching assistants (TAs) are now be able to report non-attendance for non-graded sections through Orange SSuccess.

MSPR Information

MSPRs deployed through Orange SSuccess will follow the published academic calendar. Faculty are expected to provide feedback for all undergraduate students in their classes. The Orange SSuccess system provides immediate email notifications to students instead of requiring students to log in through MySlice.

The system does not allow for reopening the survey after the deadline has passed. However, faculty may also provide real-time feedback to students by raising early alerts in Orange SSuccess at any point in the session. The system provides immediate email notifications to students for alerts raised allowing advisors to address these issues with the student.

Note: Teaching assistants (TAs) are now be able to report non-attendance for non-graded sections through Orange SSuccess.

ESPR/MSPR Guidelines

The MSPR roster displays up to 10 students at a time. Use the scroll bar on the right side of your screen to view more students. For students, faculty, and staff using screen readers with Orange SSuccess the following browser/screen reader combinations are recommended for optimal results:

PC users – Chrome with JAWS.

Mac users – Safari with Voiceover as the screen reader.

If anyone is experiencing an accessibility barrier to using Orange SSuccess, please call 315-443-0221 or send an email to accessibleIT@syr.edu. Issues will immediately be reported to our vendor for resolution.

Performance Indicators

All indicators checked and comments entered when submitted will be emailed to the student.

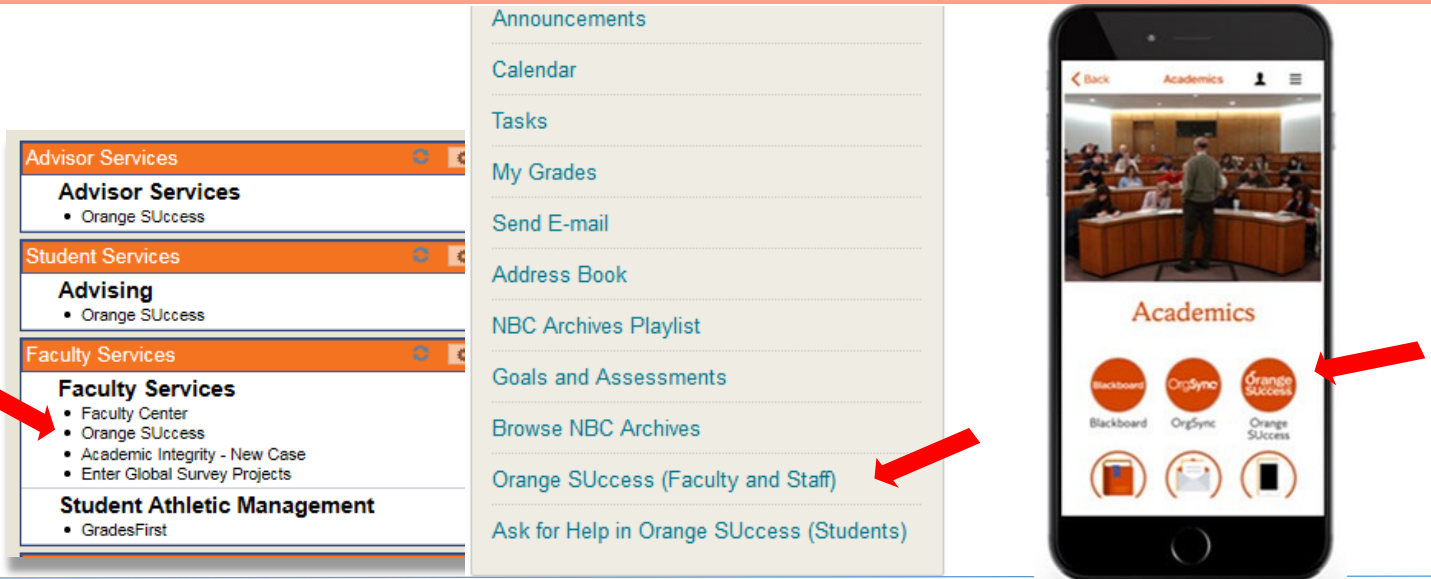
- **Recommendations / Comments:** Any comment entered will be sent immediately by email to the student.

To send a personalized message, click on the plus sign appearing at the end of the row.

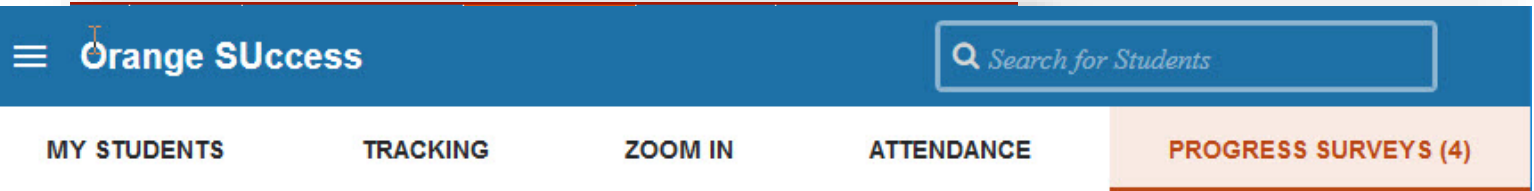
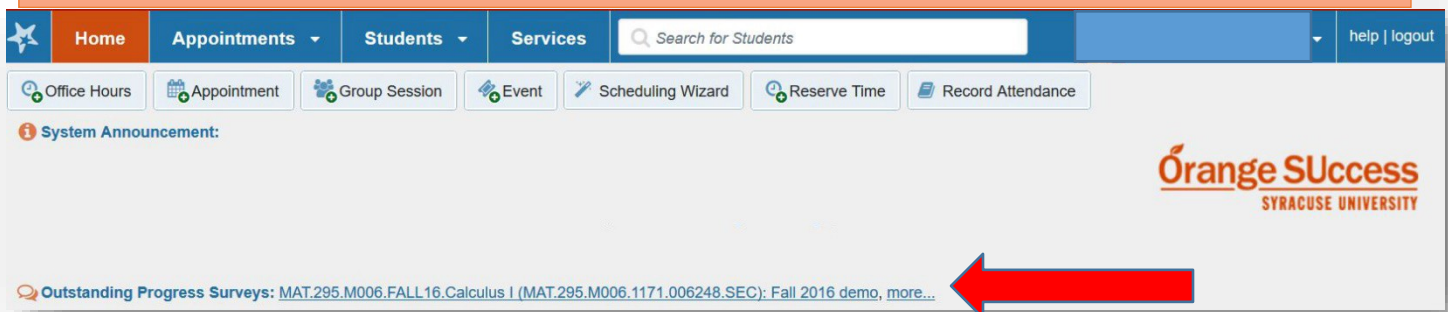
- **No Concerns at This Time:** This is the default for the MSPR. You do not need to check any of the specific performance indicators.
- **Outstanding Performance to Date:** Raise this kudo to recognize students who have demonstrated academic excellence in a particular course. Students receive email notification when this kudo is raised.
- **Keep Up the Good Work:** Raise this kudo to provide encouragement for students who are improving. Students receive email notification when this kudo is raised.
- **Showing Improvement:** Raise this kudo for students who have had academic progress flags raised and have shown signs of improvement in their coursework and grades for a particular course. Students receive email notification when this kudo is raised.
- **Attendance Concern – Grade at Risk:** Raise this flag when a student's grade may be negatively affected by not attending class. Students and their advisors receive email notifications when this flag is raised.
- **Low Participation – Grade at Risk:** Raise this flag when a student is not regularly participating in class. Faculty members define this in their class participation policy. Students and their advisors receive email notifications when this flag is raised.
- **Assignment Concerns:** Raise this flag to alert the student that they have missing, late, or poor assignments. It is at the discretion of the faculty member to determine the type of assignments to consider when raising this flag. Students and their advisors receive email notifications when this flag is raised.
- **Low Quiz/Test Scores:** Raise this flag when a student's grades are below the course expectation. Students and their advisors receive email notifications when this flag is raised.
- **In Danger of Failing:** Raise this flag when a student is in danger of failing a course. Students and their advisors receive an immediate email notifications when this flag is raised.
- **Never Attended:** Raise this flag when a student has never attended your course.
- **Stopped Attending:** Raise this flag when a student has stopped attending your course. (Last date of attendance required)

To access the ESPR/MSPR for your course(s):

1. Click on the “Orange SUccess” link from MySlice (Faculty Services pagelet), Blackboard (Tools menu), or the Syracuse Mobile Application (Academics menu).



2. Links to Outstanding ESPR/MSPR’s will be displayed at the top of your Orange SUccess “Home” page or by clicking “Students” > “Progress Surveys”.



3. Multiple ESPR/MSPR's can be accessed by clicking on "more...". Next, select course from the pull down menu.

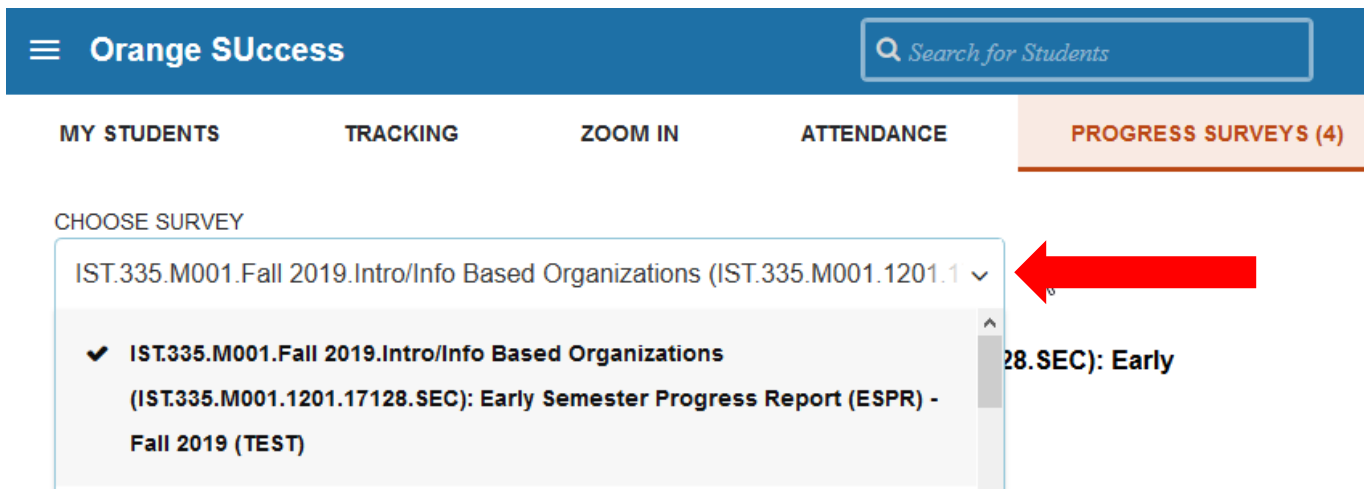
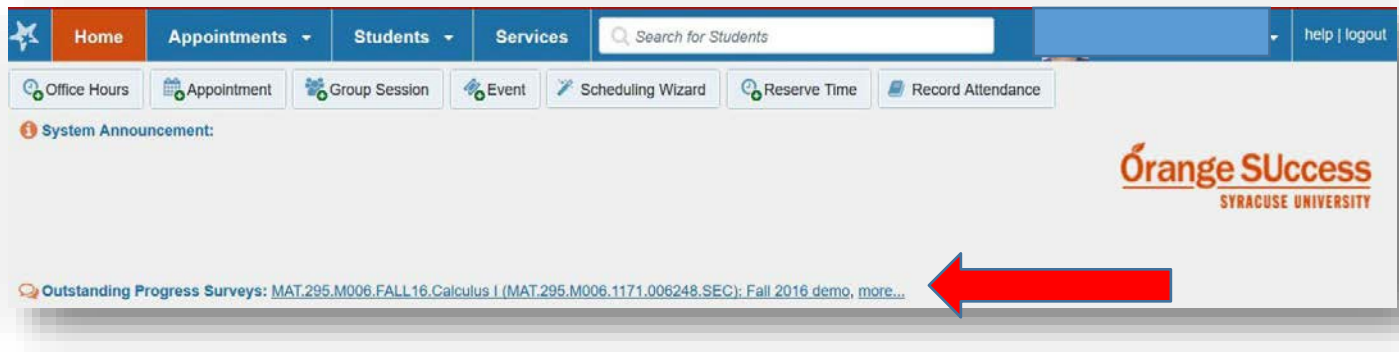


Figure 2 Outstanding ESPR/MSPRs are available from this pull down menu.

How to Complete ESPR/MSPR

4. Review the survey grid and check all appropriate boxes next to the student's name for whom you would like to report progress.

The screenshot displays a web interface for reporting student progress. At the top right, there is a search bar and an information icon. The main area is a table with three columns: 'Never Attended', 'Low Participation - Informational', and 'Attendance Concern - informational'. Each column has a header row with a checkbox and a minus sign. Below the headers are three rows of text input fields, each labeled with the corresponding category and the text 'Comment is optional'. At the bottom, there are two more rows of checkboxes. A red arrow points from the bottom right of the grid to a blue 'SUBMIT' button.

Never Attended	Low Participation - Informational	Attendance Concern - informational	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊖
Never Attended <i>Comment is optional</i>			
Low Participation - Informational <i>Comment is optional</i>			
Attendance Concern - informational <i>Comment is optional</i>			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 3 The ESPR/MSPR roster displays multiple students at a time; use the scroll bar to see more students.

4. To send a personalized message to the student, click on the plus sign at the end of the row

Based Organizations (IST.335.M001.1201.17128.SEC): Early Semester Progress Report (E

Based Organizations (IST.335.M001.1201.17128.SEC): Early Semester Progress Report (ESPR) - Fall 2019 (TEST)

ull down menu. Review the survey grid and check all appropriate boxes next to the student's name for whom you would like to report progress. Click Submit to complete each survey. If you don't want or ortant that you click Submit. ESPR/MSPR's will be unavailable once submitted and cannot be reopened once the period ends. The Never Attended flag must be cleared within Orange SUccess if raised in

	Never Attended	Low Participation - Informational	Attendance Concern - informational	
	<input checked="" type="checkbox"/> +	<input type="checkbox"/>	<input type="checkbox"/>	⊖
Never Attended	<input type="text" value="Enter comments here"/>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	+
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMIT

Figure 4 Enlarged screen shot

- Any comment you enter is emailed to the student immediately.

How to Submit ESPR/MSPR

5. Click Submit to complete the survey. If you don't want or need to report any concerns it is still important that you click Submit. Advisors can review these indicators of attendance and progress during advising meetings.

Search | i

Never Attended	Low Participation - Informational	Attendance Concern - informational
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Never Attended	<i>Figure 5 Submit buttons are located at bottom right corner of the ESPR/MSPR window.</i>	
Enter comments here		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUBMIT

Are you sure you want to submit?

It may take a few hours for these items to appear on the student record. You will not be able to view or edit this survey after you submit it.

CANCEL **SUBMIT**

Thank you!

You have successfully submitted IST.352.M003.Fall 2019.Info Analysis of Org. Systems (IST.352.M003.1201.17172.SEC): Early Semester Progress Report (ESPR) - Fall 2019 (TEST).

NEXT SURVEY

ESPR/MSPR's will be unavailable once submitted. The system does not allow for re-opening of the survey after the deadline has passed.

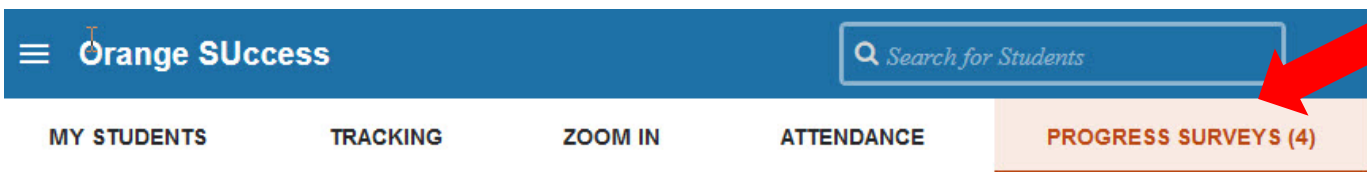
Reporting

All flags/kudos raised are viewable within Orange SSuccess with details for each student.

Manage, track and enter attendance for your student.

This section is divided into four core areas by tabs, "My Students", "Tracking" "Zoom In"; "Attendance"

- Search for a student by:
 - Type the student's name or email address into the Search field
 - Filter your students by each course.
- Choose your "Connection" and the correct term for the search.
- To organize your students list by flag, select the "Tracking" tab.
- You can sort the list by flag name and/or flag status.
- You can clear or comment on flags from here.



All flags/kudos are available from a report from the data warehouse.

Mid-Semester Progress Report

Term: Spr 2017

Based on evaluations received as of: Monday, January 30, 2017

Doe, John

SU ID: 44444444

Career: Undergraduate

Program: VPA - Design

Major: Communications Design

Total Kudos: 1

Total Concerns:

Advisor Name	Advisor Role	Campus Addr	Campus Phone	Email
Martinez,Roderick M	Faculty/Major	The Warehouse Suite 135	3154444444	jdoe@syr.edu

Subj/Cat	Sec	Title	Units	Create Date	1	Keep Up The Good Work	Showing Improvement	Outstanding Acad Performance	Areas For Improvement				Comments	Enroll Status	Kudos	Concerns
									Attendance Concern	Low Participation	Low Quiz/Test Scores	Assignment Concern				
CMD282	M003	Design Skills & Processes	3	01/24/17 08:49 AM	1								Off to a good start.	E	1	

An email confirmation will be sent to you when the ESPR/MSPR is completed.

Thank you Email

Dear [Faculty name],

Thank you for completing the Orange SSuccess ESPR/MSPR:

- General Biology I - BIOL101-001-FA2014
- General Biology I - BIOL101-002-FA2014
- General Biology II - BIOL102-001-FA2014
- General Biology II - BIOL102-002-FA2014

This is your record of tracking items raised:

- Attendance Concern: Rachel Lands
- Low Grades Concern: Rachel Lands
- Tutoring Concern: Rachel Lands
- Showing Improvement: Randy Albright

Your participation is appreciated. Thank you!

Powered by Orange SSuccess

First time users and those wanting a refresher on the process, the link below opens a webinar showing how to login and complete the ESPR/MSPR.

https://ensemble.syr.edu/Watch/Orange_Success_How_To_Complete_the_MSPR