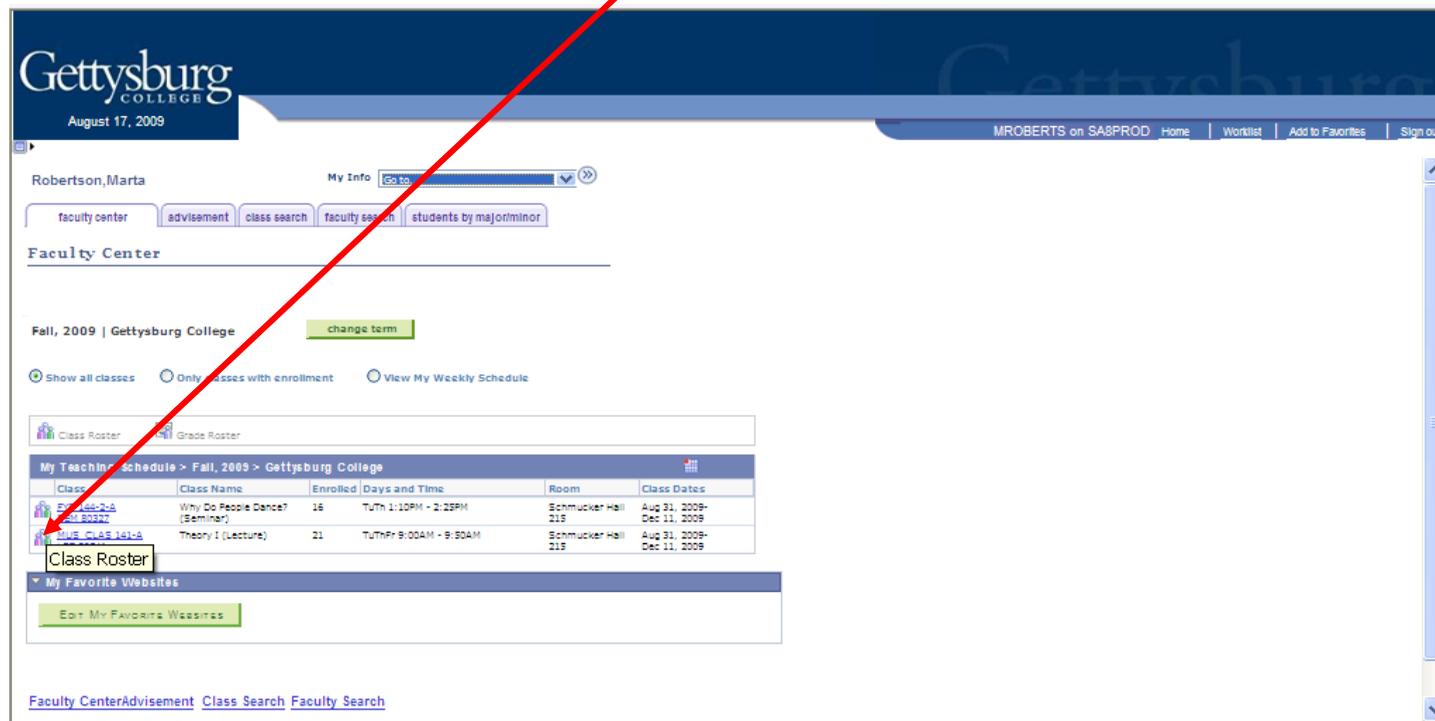# Logging and Viewing Course Progress Reports

You can LOG and VIEW an archive of Progress Reports you send to your students from your Class Rosters which are available on your Faculty Center Front Page. (See the directions labeled *Getting to the Faculty Center* and *Faculty Center Front Page* if you need help locating your Class Rosters.)

From your Faculty Center Front Page, select the '*people icon*' for a complete **Class Roster**: At the top of the roster you will find the links to Log new reports or view your archive.

To Log Progress, Midterm Deficiency, or Final D/F Reports, select the blue link labeled Log Course Progress.
For your archive of reports for this class, select the blue link View Course Progress Archive.

Gettysburg
COLLEGE

October 12, 2009

MROBERTS on SA8PROD Home

Faculty Center

Class Roster

FYS 144-2 - A   **Why Do People Dance?**

Seminar (80327)

Fall, 2009 | Regular Academic Session | Gettysburg College | Undergraduate

▽ Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 1:10PM - 2:25PM	Schmucker Hall 215	Robertson, Carla	08/31/2009 - 12/11/2009

*Enrollment Status [Enrolled ▾] [change]

Enrollment Capacity 16   Enrolled 16

View Course Progress Archive   Log Course Progress

View FERPA Statement

Select display option: ● Hide photos ○ Include photos in list

Enrolled Students

Customize | Find | 🔢   First 1-16 of 16 Last

	Notify	Photo	ID	Email Adv	Name	Grade Basis	Units	Program and Plan	Deg	Majors	Minors	Concentrations	Level	Expected Graduation	Cell	Advisors	Status Note
14	☐	📷	S508492	📧	Ruhl, Emily Jean	Graded	1.00	Liberal Arts and Sciences - Bachelor of Arts/Undeclared	BA	Undeclared		Health Professions Preparation	First Year	Spring, 2013	610/763-2748	Platt, Rutherford Vance Stuempfle, Kristin J.	
15	☐	📷	S561221	📧	Walla, Arman Singh	Graded	1.00	Liberal Arts and Sciences - Bachelor of Arts/Undeclared	BA	Undeclared			First Year	Spring, 2013	973/986-5799	Thompson, Currie Kerr	
16	☐	📷	S500573	📧	Watkins, Emily Luella	Graded	1.00	Liberal Arts and Sciences - Bachelor of Arts/Undeclared	BMUS	Music Performance			First Year	Spring, 2013	203/520-5265	Hoke, Sharon Kay	

[Notify Selected Students]   [Notify Listed Students]   [Printer Friendly Version]

Return to Faculty Center

In the **Log Course Progress** tool you will see a 'block' for each student, where you can select the Type of Report, a Grade, a variety of Report Reasons, and write free Comments. You must select the TYPE of report, but you can choose among the other options for your report.


Use the drop-down menu to select one of the three types of report.
Standard Reports can be logged at any time throughout the semester to send positive encouragement or warn of poor progress or other difficulties.
Midterm Deficiency Reports should be logged for students making unsatisfactory progress (C- or worse). The time window for these reports is noted on the academic calendar.
Final D&F Report You should log these reports with commentary or Report Reasons for students who earn course grades of D/F. Your comments assist the Academic Standing Committee and the Deans of Academic Advising.
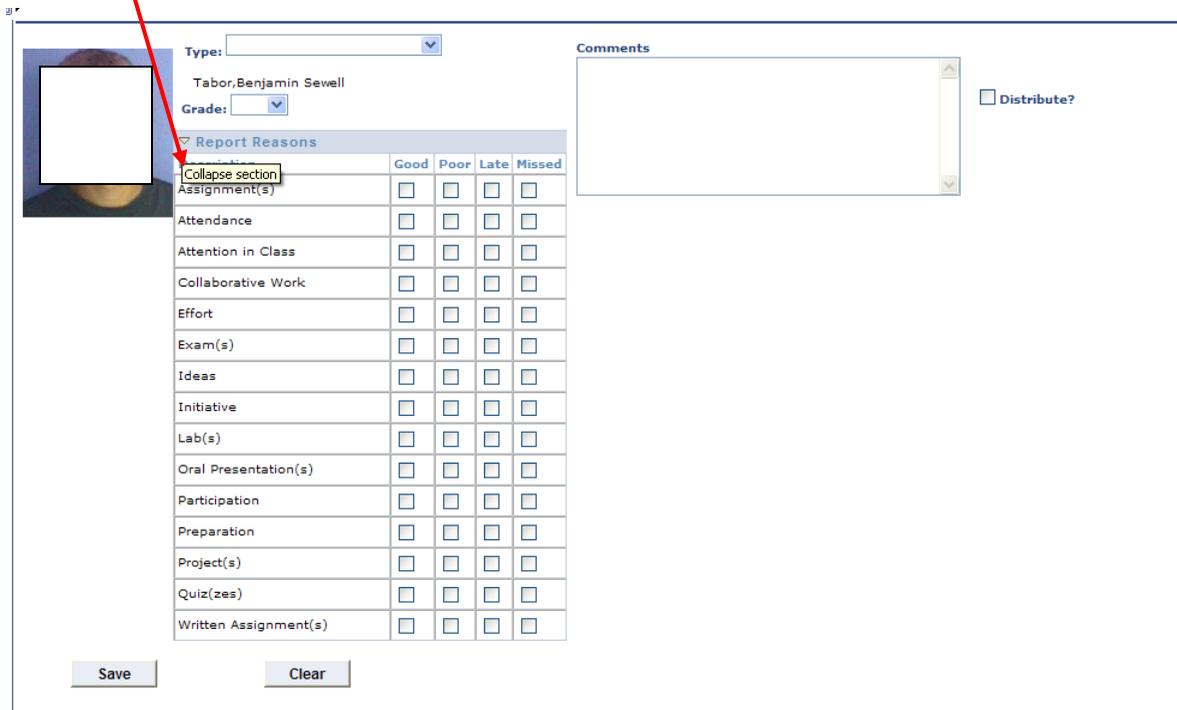

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Grade drop down menu: If you wish to include a course grade, select the student's approximate letter **grade** or use the general grades **"S"** (Satisfactory) or **"U"** (Unsatisfactory).
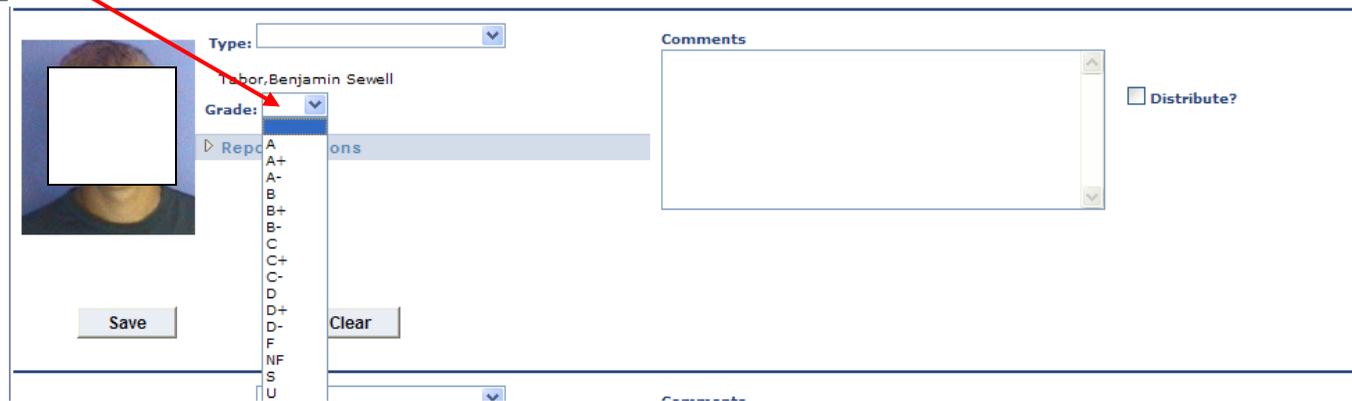
Report Reasons: Select the arrow in this field to access a grid of typical course evaluation items. You can check one or more boxes for any item that is appropriate.

Use the **Comments** box to make additional comments, describe particular problems, or otherwise personalize your concerns and evaluations.

To **SAVE** your work but **NOT** yet distribute it—so you can return later to complete your report for the student-- select **SAVE** in the individual block or **SAVE & RETURN** (to your roster) at the bottom of the page.   The Clear button allows you to erase entries BEFORE you distribute the report.

Distributing your report(s): When you are ready to distribute your report(s) first **select** the **Distribute Box** and then **select SAVE** in the individual block **or SAVE & RETURN** (to your roster) at the bottom of the page.

All reports are distributed to the Student, the Student's Advisor, and the Deans of Academic Advising.