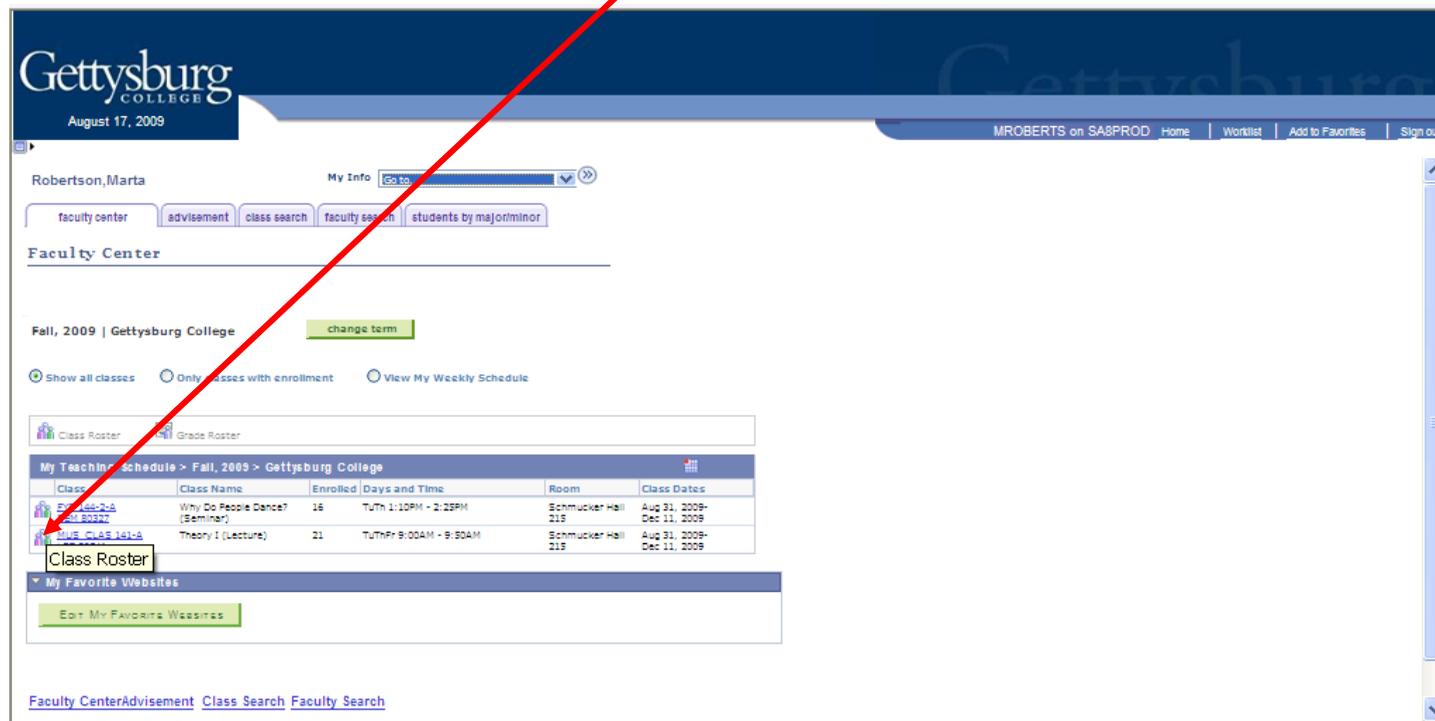


## Logging and Viewing Course Progress Reports

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.



The screenshot displays the Faculty Center interface for Marta Robertson. The page header includes the Gettysburg College logo and the date August 17, 2009. The user's name, Robertson, Marta, is shown at the top left. Navigation tabs include 'faculty center', 'advisement', 'class search', 'faculty search', and 'students by major/minor'. The main content area is titled 'Faculty Center' and shows the current term as 'Fall, 2009 | Gettysburg College'. There are radio buttons for 'Show all classes', 'Only classes with enrollment', and 'View My Weekly Schedule'. Below this, there are icons for 'Class Roster' and 'Grade Roster'. A table titled 'My Teaching Schedule > Fall, 2009 > Gettysburg College' lists two classes:

Class	Class Name	Enrolled	Days and Time	Room	Class Dates
 <a href="#">CLASS 2032</a>	Why Do People Dance? (Seminar)	16	TuTh 1:10PM - 2:25PM	Schmucker Hall 219	Aug 31, 2009 - Dec 11, 2009
 <a href="#">CLASS 1614</a>	Theory 1 (Lecture)	21	TuThFr 9:00AM - 9:50AM	Schmucker Hall 219	Aug 31, 2009 - Dec 11, 2009

Below the table, there is a 'Class Roster' link and a 'My Favorite Websites' section with an 'Edit My Favorite Websites' button. At the bottom, there are links for 'Faculty Center Advisement', 'Class Search', and 'Faculty Search'. A red arrow points from the text above to the 'people icon' in the first row of the table.

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, Arts	08/31/2009 - 12/11/2009

\*Enrollment Status:

Enrollment Capacity: 15  
Enrolled: 15

[View Course Progress Archive](#) [Log Course Progress](#) [View FERPA Statement](#)

Select display option:  Hide photos  Include photos in list

Enrolled Students

Notify	Photo	ID	Email Adv	Name	Grade Basis	Units	Program and Plan	Deg	Majors	Minors	Concentrations	Level	Expected Graduation	Cell	Advisors	Status Note
<input type="checkbox"/>		5508492		<a href="#">Ruhl, Emily Jean</a>	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.	
<input type="checkbox"/>		5561221		<a href="#">Walia, Arman Singh</a>	Graded	1.00	Liberal Arts and Sciences - Bachelor of Arts/Undeclared	BA	Undeclared			First Year	Spring, 2013	973/996-5799	Thompson, Currie Kerr	
<input type="checkbox"/>		5500573		<a href="#">Watkins, Emily Luella</a>	Graded	1.00	Liberal Arts and Sciences - Bachelor of Arts/Undeclared	BMUS	Music Performance			First Year	Spring, 2013	203/520-5265	Hoke, Sharon Kay	

[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.

The screenshot shows the 'Log Course Progress' tool interface for a student named Benjamin Sewell. On the left, there is a student profile picture and a 'Type' dropdown menu. Below the profile picture, the student's name 'Tabor, Benjamin Sewell' is displayed, followed by a 'Grade' dropdown menu and a 'Report Reasons' section. To the right of the 'Type' dropdown is a 'Comments' text area. Below the 'Comments' text area is a 'Distribute?' checkbox. At the bottom of the interface are 'Save' and 'Clear' buttons.

Use the drop-down menu to select one of the three types of report.

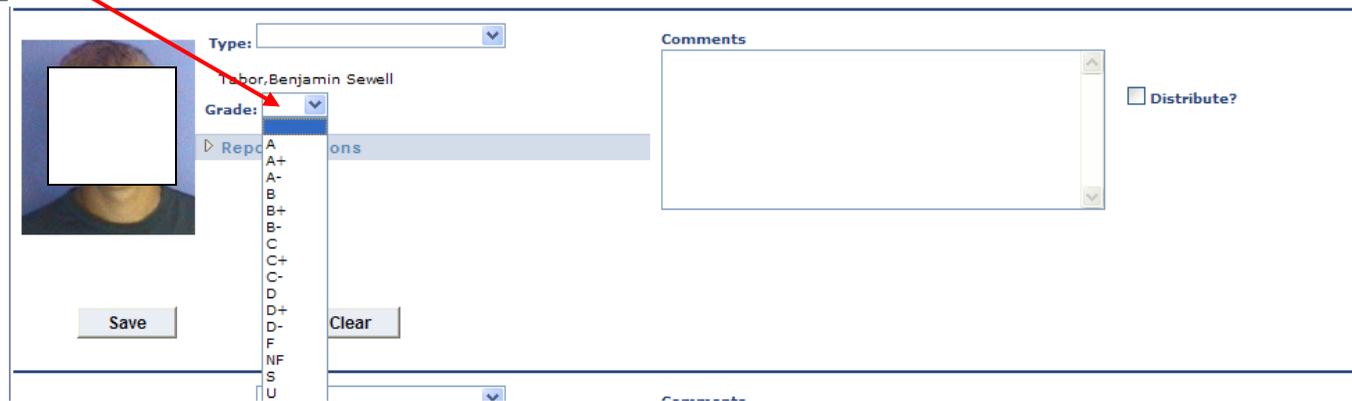
**Standard Reports** can be logged at any time throughout the semester to send positive encouragement or warn of poor progress or other difficulties.

**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.

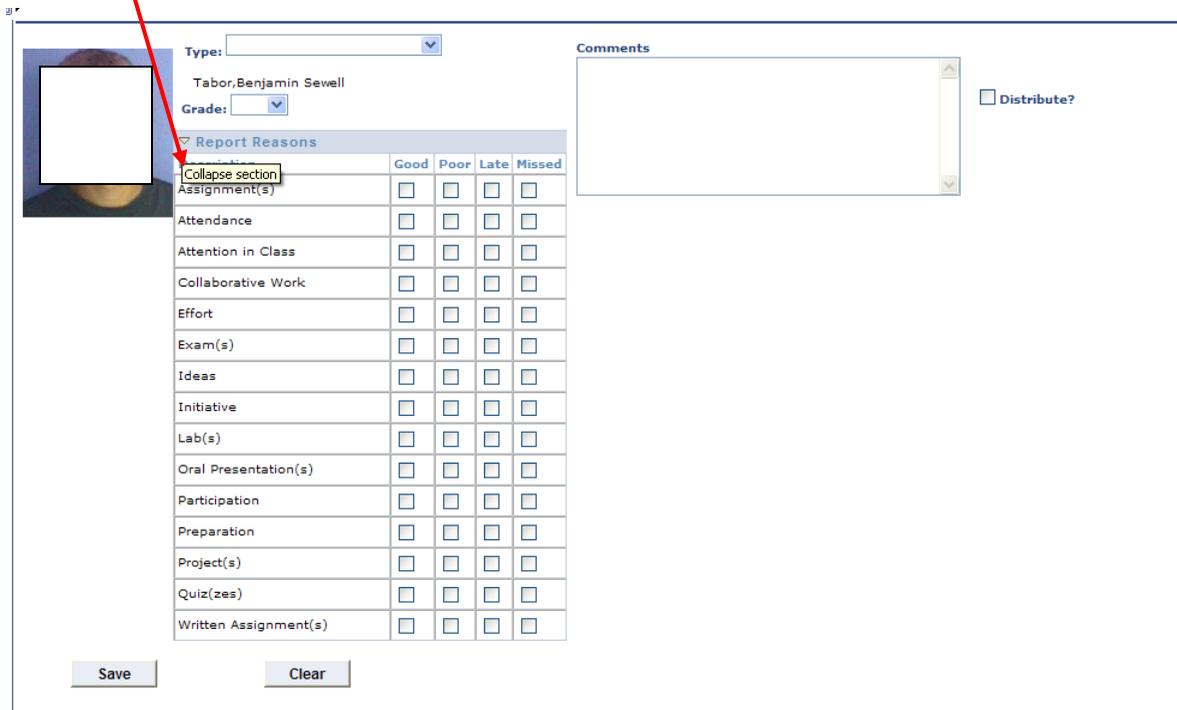
The screenshot shows the 'Log Course Progress' tool interface with the 'Type' dropdown menu open. The dropdown menu lists three options: 'Final D/F Report', 'Midterm Deficiency Report', and 'Standard Progress Report'. A red arrow points from a box labeled 'Report Types' to the dropdown menu. The rest of the interface, including the student profile picture, name, grade dropdown, report reasons section, comments text area, distribute checkbox, and save/clear buttons, is visible in the background.

**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).



The screenshot shows a student report form for Benjamin Sewell. The 'Grade' dropdown menu is open, displaying a list of letter grades from A to U. A red arrow points to the 'Grade' dropdown. The form includes a 'Type' dropdown, a 'Comments' text area, a 'Distribute?' checkbox, and 'Save' and 'Clear' buttons.

**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.



The screenshot shows the same student report form, but with the 'Report Reasons' dropdown menu open. A red arrow points to the dropdown arrow. The grid below lists various evaluation items with checkboxes for 'Good', 'Poor', 'Late', and 'Missed'. The 'Collapse section' option is highlighted. The form also includes 'Save' and 'Clear' buttons.

	Good	Poor	Late	Missed
<input type="checkbox"/> Collapse section				
<input type="checkbox"/> Assignment(s)				
<input type="checkbox"/> Attendance				
<input type="checkbox"/> Attention in Class				
<input type="checkbox"/> Collaborative Work				
<input type="checkbox"/> Effort				
<input type="checkbox"/> Exam(s)				
<input type="checkbox"/> Ideas				
<input type="checkbox"/> Initiative				
<input type="checkbox"/> Lab(s)				
<input type="checkbox"/> Oral Presentation(s)				
<input type="checkbox"/> Participation				
<input type="checkbox"/> Preparation				
<input type="checkbox"/> Project(s)				
<input type="checkbox"/> Quiz(zes)				
<input type="checkbox"/> Written Assignment(s)				

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

The screenshot shows a report form interface. On the left, there is a profile picture placeholder, a 'Type:' dropdown menu, the name 'Tucker, Mary-Elizabeth Neuberth', and a 'Grade:' dropdown menu. Below these is a 'Report Reasons' section with a right-pointing arrow. To the right of the profile information is a large 'Comments' text area. Further right is a checkbox labeled 'Distribute?'. A separate box labeled 'Distribute' is positioned to the right of the form, with a red arrow pointing from it to the 'Distribute?' checkbox. At the bottom of the form are three buttons: 'Save', 'Clear', and 'Save & Return'. A red arrow points from the 'Comments' box to the 'Save' button, and another red arrow points from the 'Save & Return' button to the 'Comments' box.

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.