

Academic Progress e-Reports

Allen Student Help Center



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Mid-term grade reports have been collected for years by several programs that provide academic support for students; CAP and the LINKS program are good examples of this. Both have used this valuable information to help students evaluate their academic performance and make mid-quarter adjustments based on instructor recommendations noted in the report. A new system called Academic Progress e-Reports will now be on-line, which improves the process in several ways:

- *Instructors will receive one request for an Academic Progress e-Report per student, even if the student is in more than one program.*
- *Instructors will receive just one electronic request that includes the names of all the students in any special program, instead of several paper forms from different offices.*
- *Program coordinators will now have information as soon as instructors complete it, instead of waiting for it to be returned in the campus mail.*
- *This system includes the opportunity to send reminder e-mails to instructors to help increase the response rate.*
- *The electronic form designed by the Office of Information Technology is very user-friendly and easy to complete.*

This program was launched in pilot phase in the summer of 2009 for student athletes and students in the Summer Transitional Program, and will be implemented campus-wide in the fall of 2009.

If you have questions about using this system, or any suggestions for improvement, please contact Jenny Klein in the Allen Student Help Center, 566-8888.

The Academic Progress e-Report program was developed by the Office of Information Technology, with Dave Fleeman serving as the Project Lead. It is a collaboration of the Academic Advancement Center, the Allen Student Help Center, Athletics, the Office for Multicultural Student Access and Retention, the Registrar's Office, and ROTC. This academic improvement has had continued support from Executive Vice Provost and Dean of University College, David Descutner.

The screenshot shows a web form for a student named Donald Duck. The form is titled "Duck, Donald" and has a "SAVED" status in the top right corner. It is divided into several sections:

- PERFORMANCE METRICS:** Includes a "Grade:" dropdown menu set to "[no grade]" and a "Last Attended:" text input field.
- PERFORMANCE RATINGS:** Includes several dropdown menus for "Class Attendance:", "Preparation for Class:", "Motivation Level:", "Attitude Towards Course Work:", "Performance On Exams:", "Submission of Assignments:", and "Class Participation", all set to "[not observed]".
- REQUESTED BY:** A dropdown menu set to "Athletics".
- SUGGESTIONS FOR STUDENT:** A list of checkboxes for various support options: "Help with Time Management", "Help with Note Taking", "Help with Reviewing for Tests", "Help with Test Taking", "Tutoring Help", "Retake/Drop the Course", and "Conference with Instructor".
- COMMENTS:** A text area containing the word "hello".
- Available Until:** A timestamp "8/29/09@12:00 PM" in the top right corner.