

# Early & Mid-Semester Progress Report Instructions for Faculty



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
## ESPR Information

Spring 2018 ESPR - 1/29/18 - 2/2/18

To comply with Title IV regulations, Syracuse University tracks student “Non-Attendance” through Orange SUccess. Faculty are expected to indicate students who never attended a class using Orange SUccess 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 SUccess and mark students in PeopleSoft with an NA grade, track enrollment status change, and return funds as needed.

Effective Spring 2018, teaching assistants (TAs) will now be able to report non-attendance for non-graded sections through Orange SUccess.

## MSPR Information

MSPR - ~~1/11~~ ~~1/21~~ 

Effective Spring 2017 Mid-Semester Progress Reports (MSPRs) are handled through Orange SUccess instead of the separate MySlice application. MSPRs deployed through Orange SUccess will follow the published academic calendar. Faculty are expected to provide feedback for all undergraduate students in their classes; 498 level courses and below. The Orange SUccess system provides immediate email notifications to students instead of requiring students to log in through MySlice. MSPRs for the fall will open October 12th at 2:00 a.m., and will close on October 22nd at 11:00 p.m. **October 22nd is a firm deadline as 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 SUccess 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:** Effective Spring 2018, teaching assistants (TAs) will now be able to report non-attendance for non-graded sections through Orange SUccess.

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## 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 SUccess 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 SUccess, please call

315-443-0221 or send an email to orangesuccess@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.

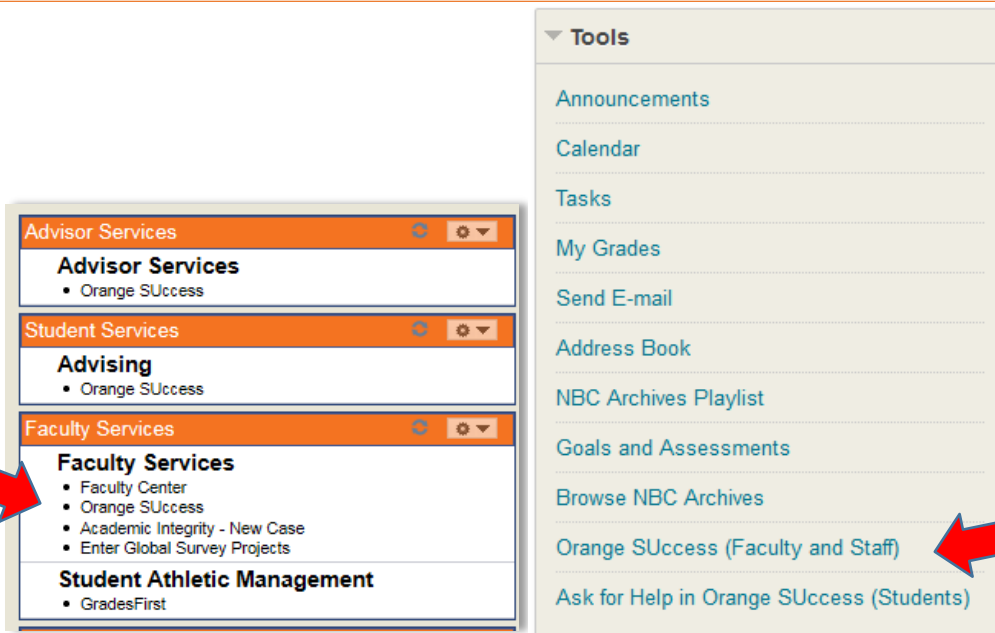


If you wish to enter a comment, you must check at least one performance indicator and click the comment button to the left.

- **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) or Blackboard (Tools 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”.

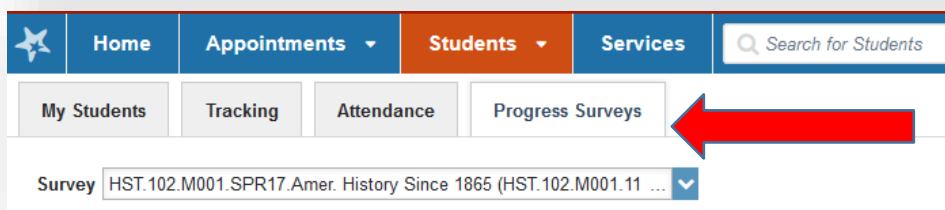
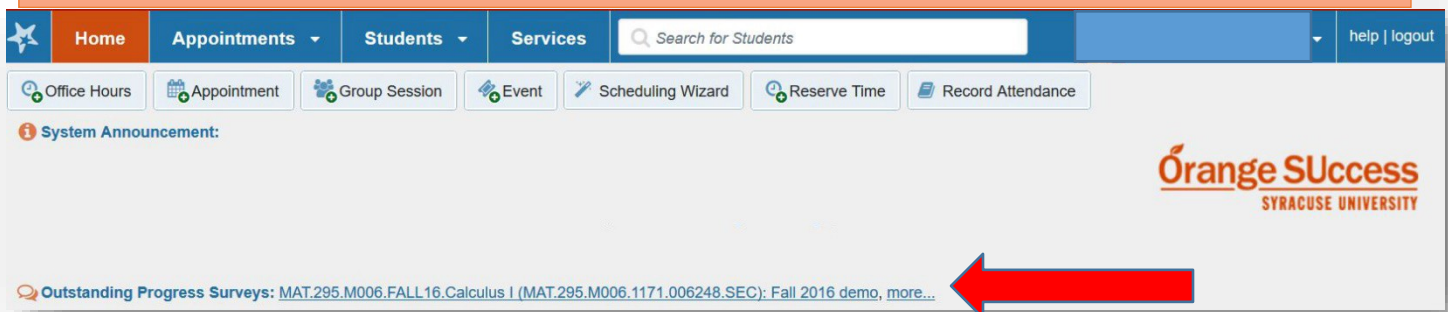


Figure 1 Click on the "Students" button to show four tabs: "My Students, Tracking, Attendance, and Progress Surveys.

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

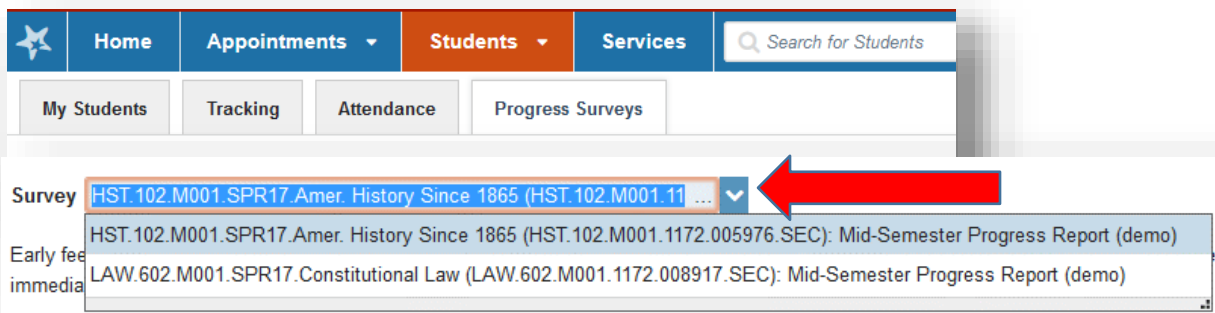
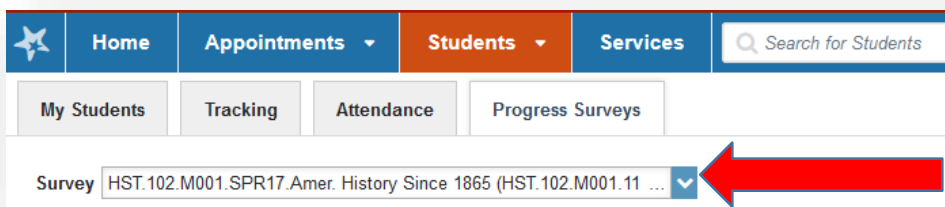
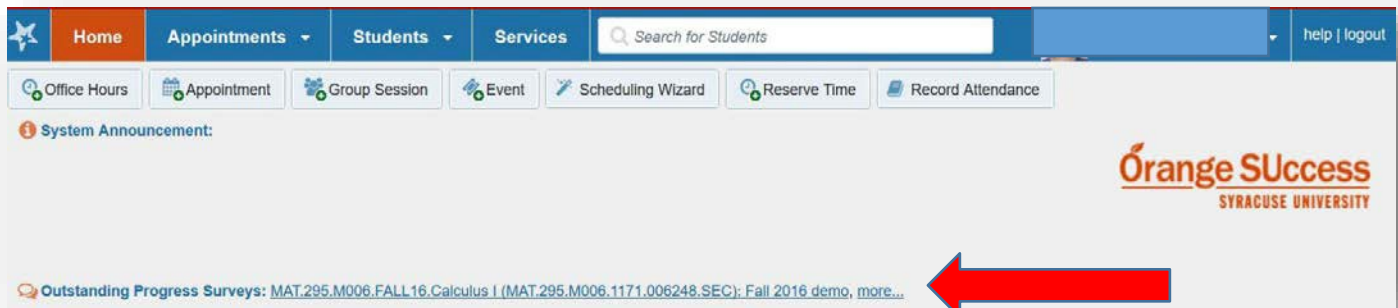


Figure 2 Outstanding ESPR/MSPRs are available from this pull down menu.

## 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.

No Concerns at this time	Outstanding Academic Performance	Keep Up the Good Work	Showing Improvement	Stopped Attending	Attendance Concern - Grade at Risk	Low Participation - Grade at Risk	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing
✓	<input 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"/>
✓	<input 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"/>
✓	<input 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"/>
✓	<input 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"/>
✓	<input 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"/>
✓	<input 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"/>


Save Draft Never Mind Submit

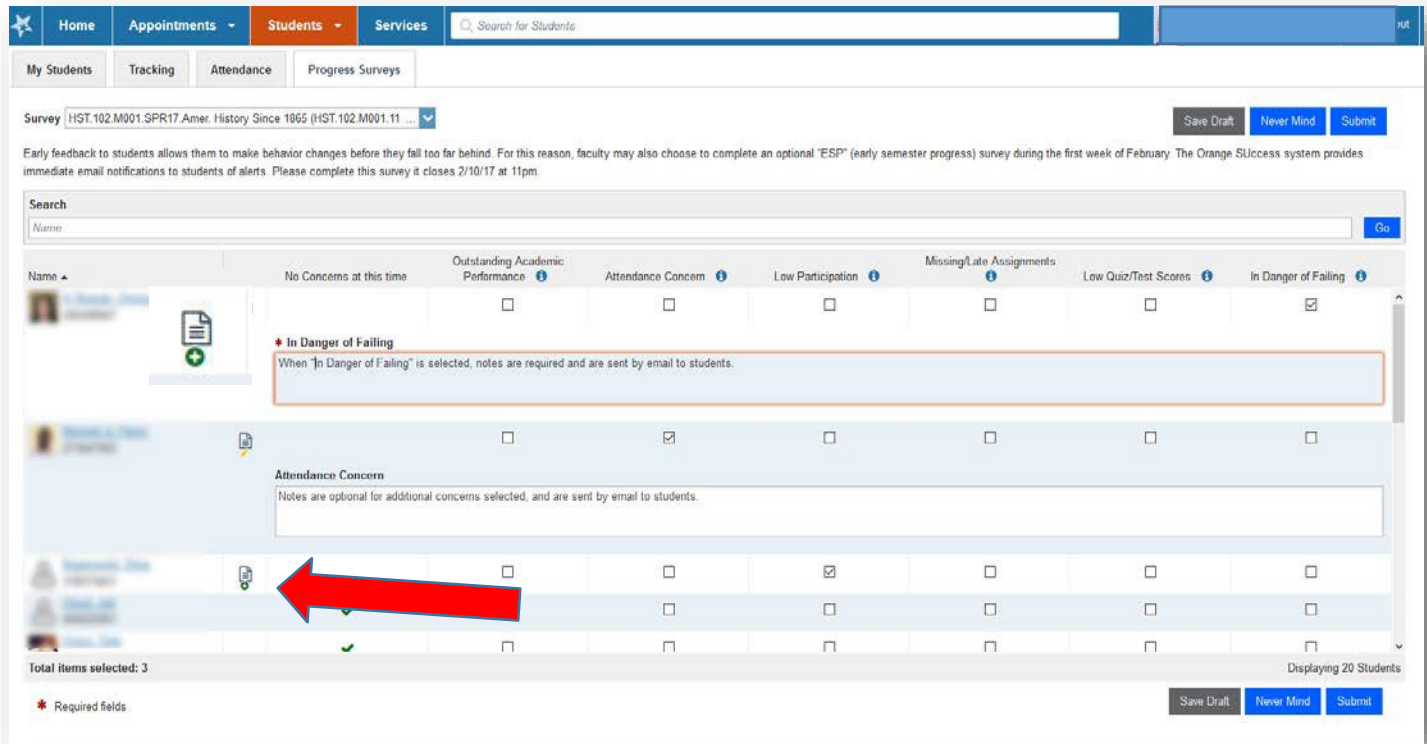
No Concerns at this time	Never Attended	Attendance Concern - informational
✓	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>
✓	<input type="checkbox"/>	<input 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"/>
✓	<input type="checkbox"/>	<input type="checkbox"/>

Displaying 15 Students

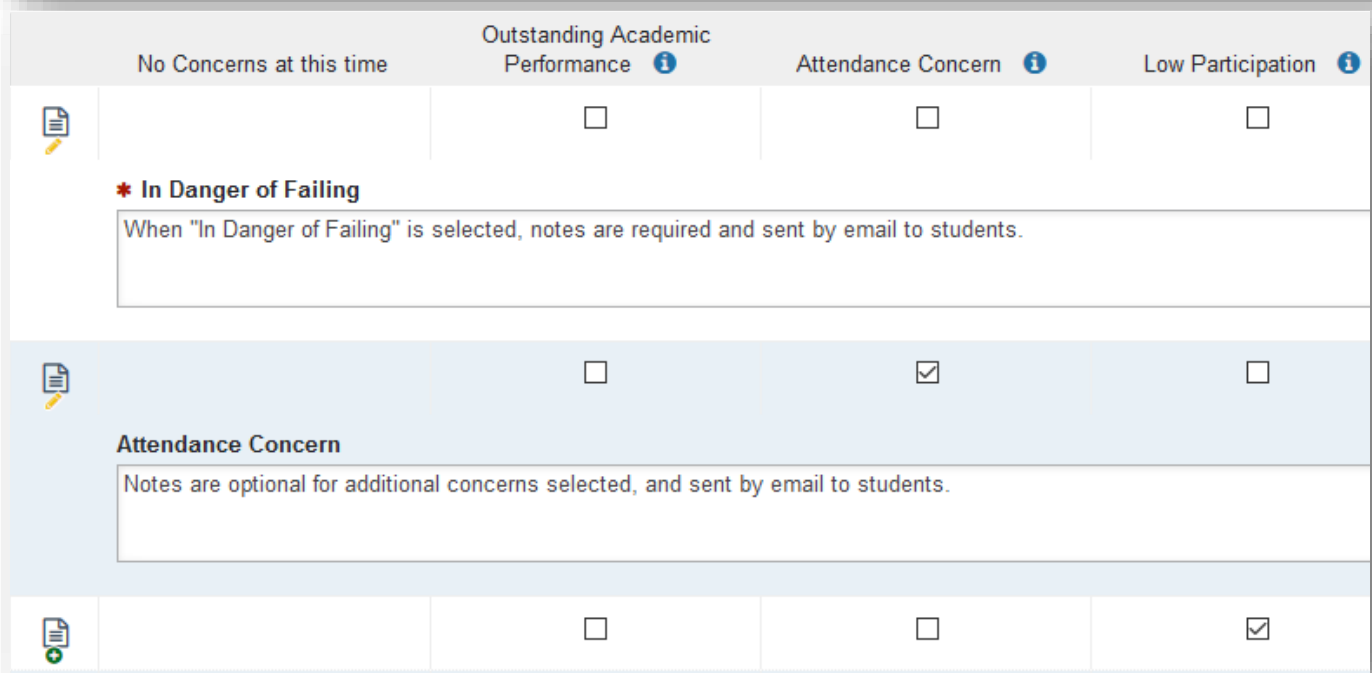
Save Draft Never Mind Submit

Figure 3 The ESPR/MSPR roster displays up to 10 students at a time; use the scroll bar to see more students.

4. To send a personalized message to the student, click on the note icon  appearing next to the student's name.



The screenshot shows a web interface for managing student concerns. At the top, there are navigation tabs: Home, Appointments, Students (selected), and Services. Below the tabs is a search bar for students. The main content area displays a table with columns for various concern categories: No Concerns at this time, Outstanding Academic Performance, Attendance Concern, Low Participation, Missing/Late Assignments, Low Quiz/Test Scores, and In Danger of Failing. Each row represents a student, and each cell contains a checkbox. A red arrow points to a note icon (a document with a green plus sign) located in the 'In Danger of Failing' column for the third student. Below the table, there are buttons for 'Save Draft', 'Never Mind', and 'Submit'.



This is an enlarged view of the student concern table. It shows three rows of student data. The first row has a note icon in the 'In Danger of Failing' column and a text box containing the message: '\* In Danger of Failing' When "In Danger of Failing" is selected, notes are required and sent by email to students. The second row has a note icon in the 'Attendance Concern' column and a text box containing the message: 'Attendance Concern' Notes are optional for additional concerns selected, and sent by email to students. The third row has a note icon in the 'Low Participation' column and a text box containing the message: 'Low Participation' Notes are optional for additional concerns selected, and sent by email to students. The table headers are: No Concerns at this time, Outstanding Academic Performance, Attendance Concern, and Low Participation.

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.

The screenshot displays the ESPR/MSPR survey interface. At the top, there is a navigation bar with tabs for Home, Appointments, Students, and Services. Below this, there are tabs for My Students, Tracking, Attendance, and Progress Surveys. The main content area shows a survey titled "HST.102.M001.SPR17.Amer. History Since 1966 (HST.102.M001.11 ...)". A search bar is present above a table of student records. The table has columns for Name, No Concerns at this time, Outstanding Academic Performance, Attendance Concern, Low Participation, Missing/Late Assignments, Low Quiz/Test Scores, and In Danger of Failing. Each row represents a student and includes checkboxes for each category. Below the table, there are text boxes for providing notes for "In Danger of Failing" and "Attendance Concern". At the bottom right, there are three buttons: "Save Draft", "Never Mind", and "Submit". A red arrow points to the "Submit" button.

Name	No Concerns at this time	Outstanding Academic Performance	Attendance Concern	Low Participation	Missing/Late Assignments	Low Quiz/Test Scores	In Danger of Failing
[Student Name]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
[Student Name]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
[Student Name]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

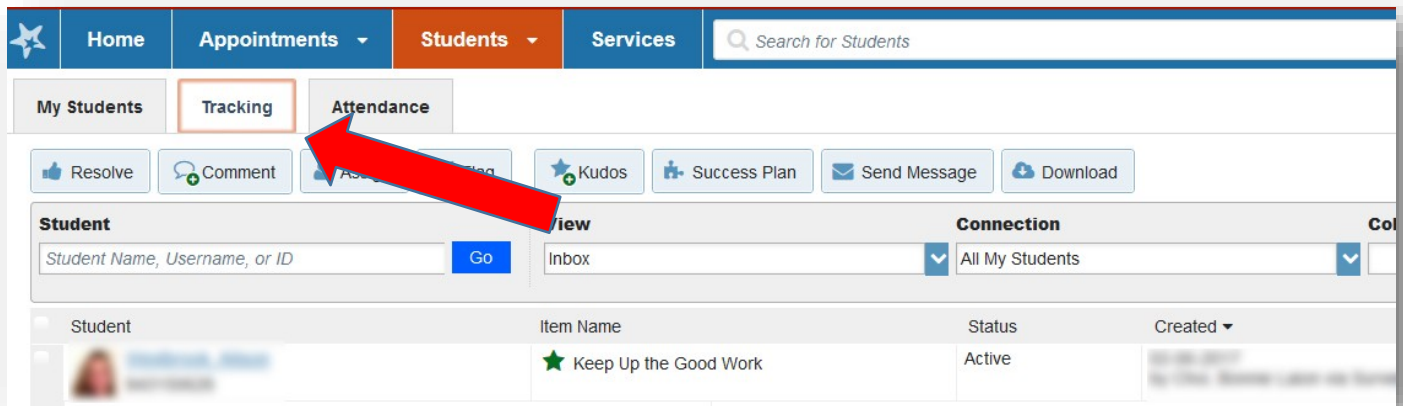
Figure 5 Submit buttons are located at top and bottom right corner of the ESPR/MSPR window.

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.

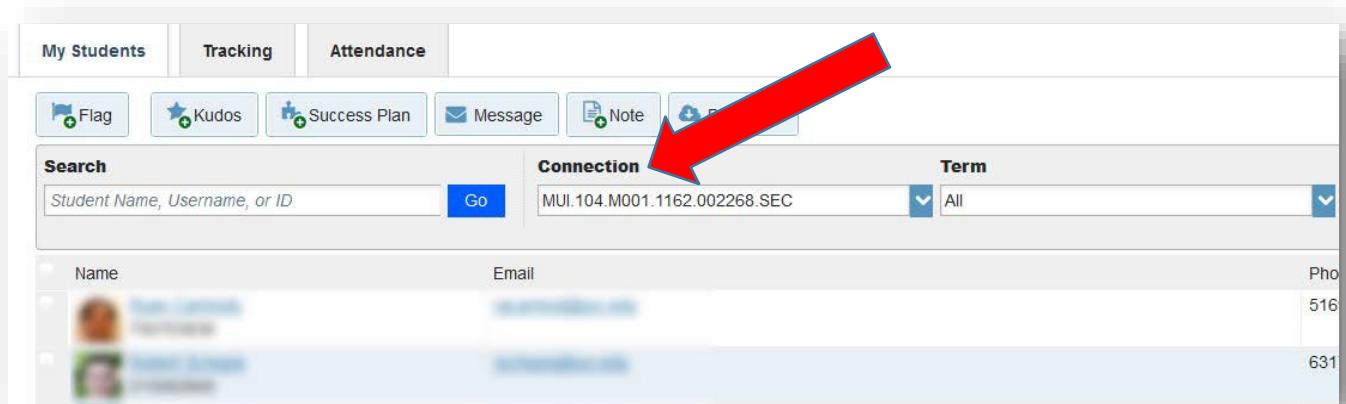


The screenshot shows the Orange SSuccess interface. The top navigation bar includes 'Home', 'Appointments', 'Students', and 'Services'. Below this, there are tabs for 'My Students', 'Tracking', and 'Attendance'. The 'Tracking' tab is selected and highlighted with a red arrow. Below the tabs, there are buttons for 'Resolve', 'Comment', 'Assign', 'Flag', 'Kudos', 'Success Plan', 'Send Message', and 'Download'. A search field is labeled 'Student Name, Username, or ID' with a 'Go' button. Below the search field, there are dropdown menus for 'View' (set to 'Inbox') and 'Connection' (set to 'All My Students'). A table below shows a list of items with columns for 'Student', 'Item Name', 'Status', and 'Created'. One item is visible: a star icon, 'Keep Up the Good Work', 'Active', and a date.

*Manage, track and enter attendance for your student.*

This section is divided into three core areas by tabs, "My Students", "Tracking"; "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.



The screenshot shows the Orange SSuccess interface. The top navigation bar includes 'My Students', 'Tracking', and 'Attendance'. The 'Tracking' tab is selected and highlighted with a red arrow. Below the tabs, there are buttons for 'Flag', 'Kudos', 'Success Plan', 'Message', 'Note', and 'Download'. A search field is labeled 'Student Name, Username, or ID' with a 'Go' button. Below the search field, there are dropdown menus for 'Connection' (set to 'MUI.104.M001.1162.002268.SEC') and 'Term' (set to 'All'). A table below shows a list of students with columns for 'Name', 'Email', and 'Phone'. Two students are visible: one with a phone number of 516 and another with 631.

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:

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

Subj/Cat	Sec	Title	Units	Create Date	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](https://ensemble.syr.edu/Watch/Orange_Success_How_To_Complete_the_MSPR)