

PROGRESS REPORTS

VS.

ISSUING AN ALERT

- Progress Report Campaigns are sent by our Advising Center to help identify barriers to student success by utilizing faculty feedback.
- An Alert is initiated by the Professor to notify a student is at-risk. These are submitted at any point throughout the Semester

PROGRESS REPORTS

- An Early Alert Progress Report will be sent the first week of the new semester and must be returned by the end of the first week. This is for early outreach to identify a student who has not attended the first week of classes. (**This does not replace the No Show rosters sent by the Registrar**)
- A Mid-Term Progress Report will be sent at midterm to identify students at risk for failing a class. This progress report will replace midterm grades being entered into SIS.

EARLY ALERT PROGRESS REPORT EMAIL TO FACULTY*

Please complete the Early Outreach progress report for the full-semester classes for **Semester** that started **Date** by clicking the link below. **This is separate from the Registrar's no-show roster report.**

This campaign is to identify students that have not attended class. The criteria for not attending would be not participating in a Zoom class, not signing into [Canvas](#) or not attending an on-campus class the first week. These students would be those that would be marked as a "no-show".

If the student has communicated with you then they do not have to be marked at-risk. The Advising Center will reach out to these students to see if they will be attending or to let them know the last day to drop with a refund is **Date**. This progress report is due back no later than **Date**. If you can send it back sooner that would be helpful!

Please return the progress report through the link below, even if you do not have any students at-risk.

The easiest way to do this is to mark students who have not attended class as at-risk. You can then click the second blue button labeled "Submit unmarked students as not At-Risk (I'm all done.)"

Thank you for your support in our retention efforts. Please feel free to contact us if you have any questions. You can reach us at 603-578-8906.

Have a great day!

Jan, Lisa, Corrina, Sheila & Caitrin

Academic Advising Team

**Midterm Progress Report Email has Faculty identify students who have a C- or below*

PHIL-600-81 TOPICS IN MODERN PHILOSOPHY

Student Name	All-Risk to Fail Your Class?	Alert Reasons (You must choose at least one if answered yes above)	How Many Absences?	Current Grade	Comments
1. Asberg, Annette Student ID: 48715438	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				
2. Asberg, Quincy Student ID: 42543011	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				
3. Ashford, Jane Student ID: 58779534	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				
4. Ashforth, Juana Student ID: 13052648	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				
5. Ashforth, Juana Student ID: 13058648	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				
6. Azouag, Manita Student ID: 61981250	<input type="radio"/> Yes	Alert Reasons	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="radio"/> No				

Once you click the link in the email, you are then brought to your roster, where you **identify only the students at-risk** for not attending the first week of class*

*This is the same process for Midterm Progress Reports

Submit only marked students (but I'm not done)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

Submit unmarked students as not At-Risk (I'm all done)



When you are done marking students who are at-risk you must click this button! Failure to do this leaves the rest of your students with no feedback and an incomplete progress report.

This is your "I'm all done" button. It will submit the students you have marked as you indicated. It will also submit the rest of your students as not at-risk. For example, if there are ten students in your course and only two of them are at-risk, you don't have to mark them all. You can mark the two at-risk students and then use this button to mark the remaining students as not at-risk, therefore saving time and effort. Please use this button carefully because with just a single click, it will totally complete your progress report campaign.

*You will only identify students at-risk for the Midterm Progress Report as well and leave all other students blank when you submit

ISSUING AN ALERT

- An alert should be raised whenever you feel a student is at risk. The goal is to provide positive intervention to help the student get back on track to succeed
- Alerts go to the student's Advisor and an automated email is sent to the student. An alert can be raised for attendance, failing/missing assignments, financial aid, missing textbooks, plagiarism, tutoring, etc.
- If you have any concerns or questions around alerts, please reach out to NCCAcademicAdvisingCenter@ccsnh.edu

HOW TO ISSUE AN ALERT

- From your “Assigned Students”, select a student from the list, next select “Actions” > “Issue and Alert”

Assigned Students

List Type: Term: Relationship Type:

Actions

Send a Message to Student

Create Ad hoc Appointment Summary

Create an Appointment Campaign

Schedule Appointment

Tag

Note

Mass Print

Issue Alert

Add to Student List

Show/Hide Columns

Export Results

ID	STUDENT LIST	CUMULATIVE GPA	CATEGORY	AT RISK?	EMAIL
A00636879	Fall 2022	2.477		No	mabreu611@students.ccsnh.edu
A00593914	Fall 2022	3.647	Dual Admit	No	malperen677@students.ccsnh.edu
A00653129		3.724		No	nantolos715@students.ccsnh.edu
A00668991				No	maustin566@students.ccsnh.edu
A00666892				No	bbaret564@students.ccsnh.edu
A00659270		4.000		No	mbateman535@students.ccsnh.edu
A00660328		2.700		No	mbean525@students.ccsnh.edu
A00630124		3.300		No	abellorado832@students.ccsnh.edu

[Previous](#) [Next](#)

56 total results

HOW TO ISSUE AN ALERT (CONT.)

- Select one reason for issuing the alert and click “Submit”

The screenshot shows a web form titled "ISSUE ALERT" with a close button (X) in the top right corner. The form contains the following fields and options:

- Student:** A field with a redacted name.
- Please select a reason:** A dropdown menu is open, showing a list of reasons: "ADVISOR USE ONLY: Open a case", "Attendance (Missed 4 or more hours of class.)", "English Placement Alert", "Failed Coursework (Enough to be in danger of failing.)", "International Student Not Participating in Class", "Learning Accommodations", "Mental Health/ CARE Team", and "Missed Coursework (Enough to be in danger of failing.)".
- Is this associated with a specific class?:** A radio button field.
- Additional Comments:** A text area with the placeholder text "Please enter a comment."
- Buttons:** "Cancel" and "Submit" buttons are located at the bottom right of the form.

WHAT HAPPENS WHEN YOU ISSUE AN ALERT?

- When an instructor issues an alert, an email is sent to the student's Advisor and an automated email is sent to the student
- **Students cannot view your comments** you enter when issuing an alert, only Advisors have access to this information
- Example of an automated student email for failed coursework:

Hello {Student's First Name},

I wanted to reach out to you because I am concerned you recently failed coursework in {course name}. I'd like to work with you to ensure you have the tools to be successful moving forward. Please connect with me as soon as possible. You can also view the tutoring schedule here: <https://library.nashuacc.edu/home/tutoring>

*Sincerely,
{Instructor's Name}*

ACADEMIC DISHONESTY

- Instructor determines grading penalty for plagiarism/cheating
- Instructor issues an alert for student on EAB Navigate
- Advisor receives email alert and student receives this email.

Dear {Student's First Name},

One of the assignments you submitted recently for {Course Name} looks like it is not your own original work. This determination was made carefully, and the evidence has been documented. Examples of academic dishonesty include material copied from an uncredited source, even if it has been modified, or submitting the same work as another student.

This is a serious violation of academic integrity and trust between the student and instructor. Further incidents of this nature will result in significant consequences. The NCC Policy with respect to Academic Honesty is in the Student Handbook (<https://nashua.cleancatalog.io/student-handbook>). Please let me know if you would like to discuss the issue.

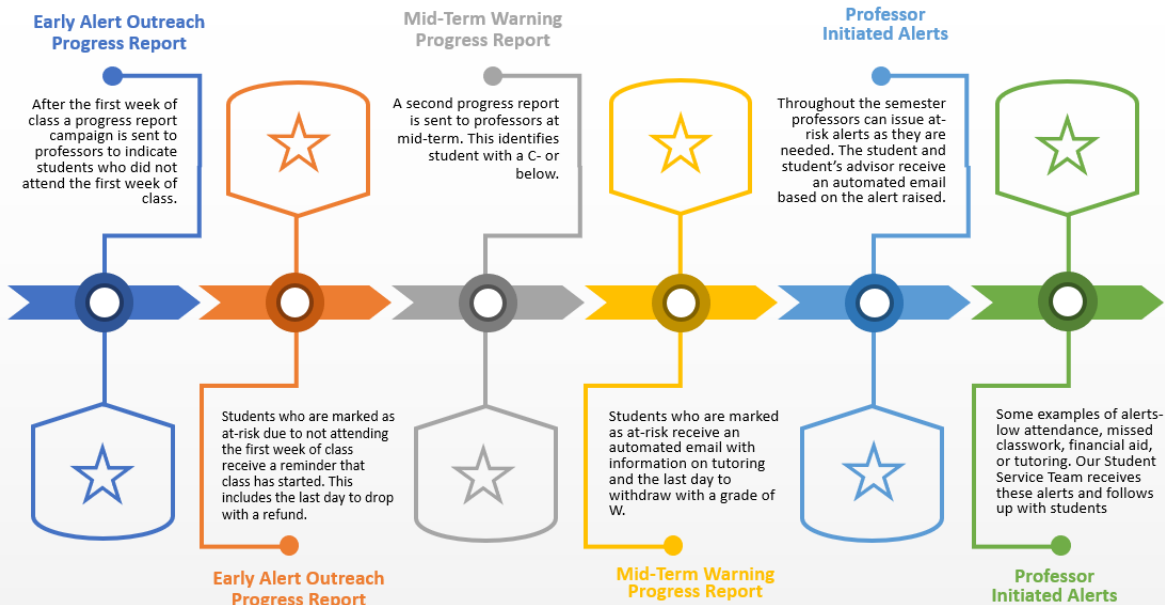
Sincerely,

{Instructor's Name}

Who is notified when an alert is issued for a student?

Alert Issued	Definitions and Receiving Person and/or Department
Attendance	When the student is about to reach the maximum number of allotted absences (after 4 hours of missed classes). Alert goes to the Advisor and an automated email is sent to student from instructor.
CARE/TEAM Well-Being Concern	When there is a concern for the student's wellbeing. This can include mental health, food/housing insecurity, a need for community resources, or just a concern about the student's overall well-being due to observed changes in appearance/hygiene. Alert goes to the CARE team.
Failed Coursework	When the student is failing to be in danger of failing the course. Alert goes to the Advisor and an automated email is sent to student from instructor.
Financial Aid	When a student discloses the need for financial assistance. Alert goes to Financial Aid Department.
Learning Accommodations	When a student discloses that they either had an IEP/504/medical and/or clinical diagnosis and/or seeking learning accommodations. Alert goes to Disability Services Coordinator.
Missing Assignments	When the student is missing enough assignments to be in danger of failing the course. Alert goes to the Advisor and an automated email is sent to student from instructor.
Missing Textbooks/Supplies	When the student doesn't have the necessary supplies for the course by the course drop date. Alert goes to Vice President Student and Community Affairs.
Plagiarism	When a professor has determined the student has plagiarized. Alert goes to the Advisor and an automated email is sent to student from instructor.
Tutoring Referral	When the student appears to need tutoring services. Alert goes to the Advisor and an automated email is sent to student from Tutoring Coordinator.

Progress Reports vs. Alerts



ACADEMIC ADVISING CENTER

Please feel free to contact any of the Academic Advising Center if you encounter any issues or have questions.

Academic Advisors:

Corrina, Jan, Lisa, Sheila and Caitrin

603-578-8906

nccacademicadvisingcenter@ccsnh.edu