- Providing Performance Feedback -

As a faculty member, you will receive two email requests during the semester from Patrick Wise, an Advising Systems Coordinator, with a web link directing you to your Progress Report class roster(s) (see below for example email request).

- Progress Report Request -

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Student Feedback Request

Dear Professor...,

Please review the following students at the link below based on their **academic progress** for your course during the first half of the semester.

- For this report only use the following options (if need be). Otherwise note that the student is 'On Track'

  - **Missing Class** – for students that have missed one or more class session during the 1st quarter of the semester
  - **Missing Assignments and/or Low Grades** – Student has not turned in one or more assignments or missed an exam during the early part of the course and/or has low scores on submitted assignments (please specify in the comment section of the alert)
  - **Student is On Track** – for students that are meeting the goals and objectives for the course
  - **Student is Exceeding Expectation** – for students that may benefit from connection with the Honors Program or scholarships

- Students will be contacted about academic progress issue(s) (if any) and a case will be "opened" for outreach by the student's advisor or success coach. Once outreach has occurred the case will be "closed", and you will be notified.

The new Early Alert process only monitor students affiliated with MSU Denver student success programs and/or students that have been shown to be 'at-risk' via predictive model created by Data & Analytics team at MSU Denver.

For students in need of assistance with their **academic progress**, that are *NOT* on the list, please use the "Issue an Alert" process via your SSC-Navigate (see – **New Early Alert Faculty Instructions**).

If you have any questions or problems with the links, please contact me:
Patrick Wise | Advising Systems | pwise1@msudenver.edu | (303) 605-5646

The link below will take you to your Early Alert: Attendance roster in the SSC-Navigate system

(You will need your MSU Denver credentials to login)

The link will close…
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Below is the form you will see once you have logged in to SSC-Navigate after selecting the **"Click to Begin Entering Student Feedback"** link.

Student Feedback

🛡️ **Your information is secure.**
Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy.
Thank you!

Professor

You have been asked to fill out progress reports for some of your students. You'll only need to enter a report reason for students who you'd like action to be taken for.

The following report reasons are available:

Low Grades in Course
Missing Assignments
Missing Class
(The following reason does *not* create a 'case' with the student's success coach, but does notify the student)
Student is Exceeding Expectations

If you have any questions, contact us at sis@msudenver.edu (303-605-5644) or visit https://www.msudenver.edu/advising/student-intervention-services/msu-denver-early-alert-program/

< Course Name & Section >

	Student Name	At-Risk to Fail Your Class?	Alert Reasons (You must choose at-least one if the student is at risk)	How Many Absences?	Current Grade	Comments (Helpful but Optional)
1	Student's Name	○ Yes ○ No	Alert Reasons		▼	

Submit only marked students

Here you will be able to mark a student's (listed by their legal name on file with MSU Denver) academic progress based on class performance after the first quarter of the semester. You will also have the opportunity to identify high performing students in their course(s) as a way to acknowledge students' effort. **Students that faculty members submit feedback for will receive an email reflecting that feedback.**

Please select from the following the Early Alert reasons listed below for each student for the Attendance Reports:

- **Missing Class** – for students that have missed one or more class session during the 1st quarter of the semester
- **Missing Assignments and/or Low Grades** – Student has not turned in one or more assignments or missed an exam during the early part of the course and/or has low scores on submitted assignments (please specify in the comment section of the alert)

- **Student is On Track** – for students that are meeting the goals and objectives for the course
- **Student is Exceeding Expectation** – for students that may benefit from connection with the Honors Program or scholarships

Once you are finished with your Progress Report(s), simply click the "Submit" button and you will receive a "thank you" email letting you know that your feedback has been submitted. An example of the email is provided below.

METROPOLITAN
STATE UNIVERSITY
OF DENVER

Progress Report Received

Thank you for submitting your progress reports. This will assist our students, and empower student support services to better serve them in the days to come.

Having technical issues with SSC Navigate or have some general questions about the system? Please contact MSU Denver's Advising Systems team at advisingsystems@msudenver.edu.

🏛 **NAVIGATE**

Issuing an Alert for a Non-Monitored Student(s) (Independent Alerts)

You may issue an alert for a student in their course who does not appear on the Early Alert roster (that is not in a monitored student population) by:

* Go to **https://www.msudenver.edu/facstaff/**
* Logging in to your **SSC-Navigate** account under the 'Advising & Degree Planning' links (use your MSU Denver credentials)
* Selecting "Issue an Alert" from the right-hand side of the page under "Actions"
* Enter/search for the student's name
* Add reason for assistance Add your course from the drop-down menu
* Enter additional comments, and Submit
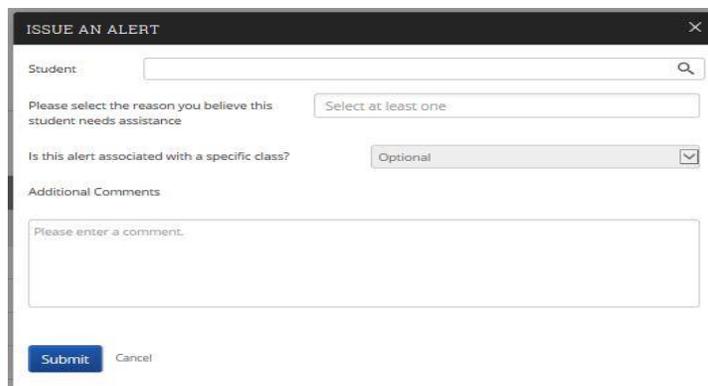
Once the alert is submitted, both student and advisor/success coach will receive a message (a case will 'open'), outreach will occur (the case will 'close'), and the faculty member will receive confirmation via email. A faculty member may check on the status of their 'alert' by logging in to their SSC-Navigate account, going into their student's profile from their course roster, and viewing the 'Staff Alerts' menu on the right-hand side of the page.

NOTE: Do not issue an Independent Alert after the **Withdrawal Deadline** for your course unless your student is able to submit course work, retake an exam or quiz, or complete extra credit that would potential allow them to pass your course.

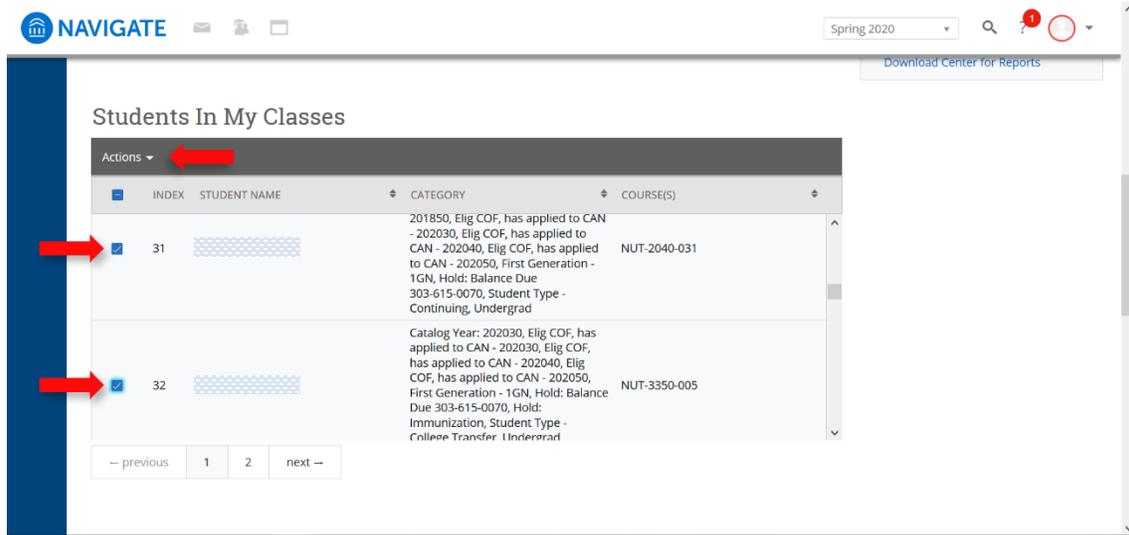## 'Issue an Alert' for Multiple Students

How to Issue an Alert on one or more students:

1. Login to your SSC Navigate account via the Faculty and Staff Hub. Use your MSU Denver username and password to sign in.
2. On your homepage, you should see a section "Students in My Classes". If you are not seeing this, make sure you are on your Professor Homepage.
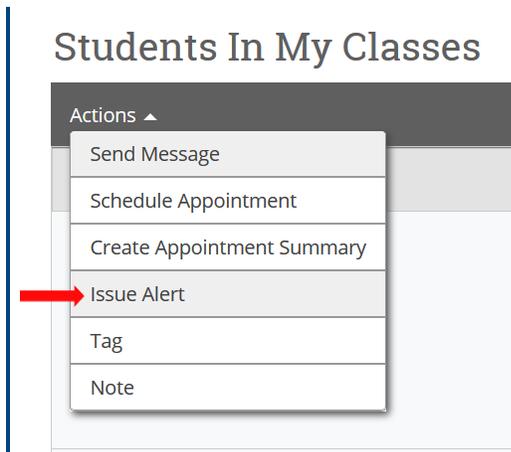
3. From your student list, select one or more students you want to send the ***same*** alert for by checking the box next to the student's name.
4. Click on the "Actions menu" right above in the grey bar, just below the "Students in My Classes" header.

5. Click the 'Issue Alert' option.

6. When multiple students are selected, the pop-up window below will appear. You can verify the students who will receive the alert by click on the "show all" link to ensure you haven't missed any students or have selected students unintentionally who need to be removed.
7. Select the alert reason in the "please select the reason you believe this student needs assistance" box.
8. Enter any additional comments you wish to add, such as your availability or contact information.
9. Click the "submit" button at the bottom of the box.
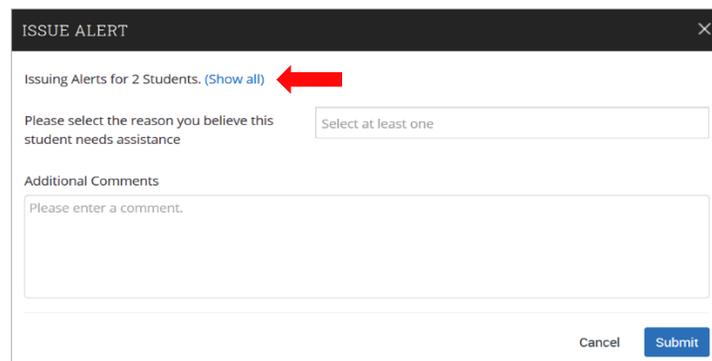
Viewing Outcomes of Closed Cases

To view outcomes of closed cases from academic advisors, success coaches, or Advising Systems staff:

1. On your SSC Navigate homepage, search for the student you are looking for under "Students In My Classes".
2. Once you find the student, click on their name. This will lead you to the student's profile in SSC Navigate.
3. While on a student profile, click on the "History" tab.
4. Scroll down to the "History" section and you will see "Case Closed". Click on "Manage Case" to see the details.
   If no details are written, you can follow-up with the individual who closed the case for details.

For more information about the Early Alert process or issues with SSC-Navigate contact:

Patrick Wise
Advising Systems | MSU Denver
pwise1@msudenver.edu
(303) 605-5646