

Grades **First**

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L a f a y e t t e

ATTENDANCE AND GRADE CHECKS

- **Facilitated by GradesFirst (GF) Retention Software**
- **Faculty's part in the GradesFirst system is to provide feedback to students and to communicate to academic support staff which students are in need of assistance.**
 - Faculty will receive an email with a link to their attendance and grade sheets.
 - Any student marked At-Risk will automatically receive an email directing them to support staff and campus resources.
 - All feedback provided in GF is visible to students on their ULink account and used by ASC staff to address barriers to student success.



EXAMPLE OF GRADE SHEET

Hello, Dave

[Quick Search](#) | [Term: Summer 2013](#) | [Log Out](#)

Student Feedback



Your information is secure.

GradesFirst security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you for using GradesFirst!

Here we assure our faculty members that everything in the request is FERPA compliant

Professor Jordan:

You have been asked to fill out progress reports for students in the following classes:

MATH122-10 CALCULUS FOR BA & SOC SC

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
1 Wells, Whitten	<input checked="" type="radio"/> Yes <input type="radio"/> No	Failed Exam Sleeping In Class Financial Aid Life Emergency Needs Tutoring Disability Services Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>

MATH122-8 CALCULUS FOR BA & SOC SC

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
1 Terry, Amanda	<input type="radio"/> Yes <input type="radio"/> No	Failed Exam Sleeping In Class Financial Aid Life Emergency Needs Tutoring Disability Services Attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit only marked students \(but I'm not done\)](#)

Faculty can choose to submit only the completed student evaluations using this button

This button will submit students you have marked into GradesFirst as being complete (effort, 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 \(I'm all done\)](#)

Faculty can submit all of the evaluations using this button. If any student has been left unmarked, they will be submitted as not at-risk

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.