

FRESNO STATE

SupportNet

Refer students to SupportNet through **GradesFirst**

New Referral Instructions

RESPOND TO PROGRESS CAMPAIGNS

At two key points in the semester, instructors will receive an email requesting feedback on students. All you need to do is select:

Click to Begin Entering Student Feedback

FRESNO STATE
Discovery. Diversity. Distinction.

Student Feedback Request

Dear Professor Parker,

Please refer students who are not meeting classroom expectations.

[Click to Begin Entering Student Feedback](#)
The link above expires on 08/31/2012. If you would like to provide feedback after the expiration above, please contact your GradesFirst administrator.

If you have trouble with the above link, copy and paste this address into your browser:
<https://fresnostateacad-training.gradesfirst.com/e/ZBqPTxBo3f>

Any Additional Questions?
Please contact your Advisor or for technical assistance, contact the GradesFirst Coordinator at gradesfirst@csufresno.edu.

Hello, Toshia [Quick Search](#) | [Group Canvas](#) | [Term Spring 2012](#) | [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!

Professor Parker:
You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

CDDS 98-1 Intr Hd Hear Deaf

Student Name	At-Risk to Fail Your Class?	How Many Absences?	Current Grade	Reasons
1. Perez, S...	<input type="radio"/> Yes <input type="radio"/> No			

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

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

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.

ALL students in ALL sections and courses will be shown on one page. Under "At-Risk to Fail Your Class?", select Yes for those students who are not meeting classroom expectations. Additional information is appreciated but not required.

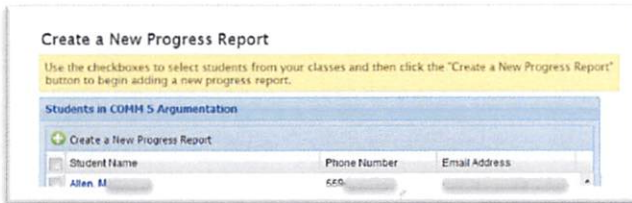
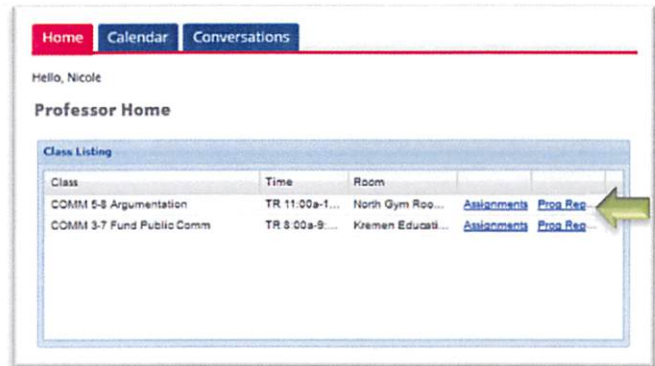
Submit only marked students (but I'm not done) will allow you to continue to work on the progress check at a later time.

Submit un-marked students as not At-risk (I'm all done) will complete the progress check and auto-fill those students that you did not check with No.

INITIATE A PROGRESS REPORT

At any point, students can be referred to SupportNet through the instructor's GradesFirst account. Access GradesFirst through **Blackboard**, **PeopleSoft** or at **fresnostateacad.gradesfirst.com** (use your Fresno State username and password).

Select **Progress Report** next to the course



Create a New Progress Report

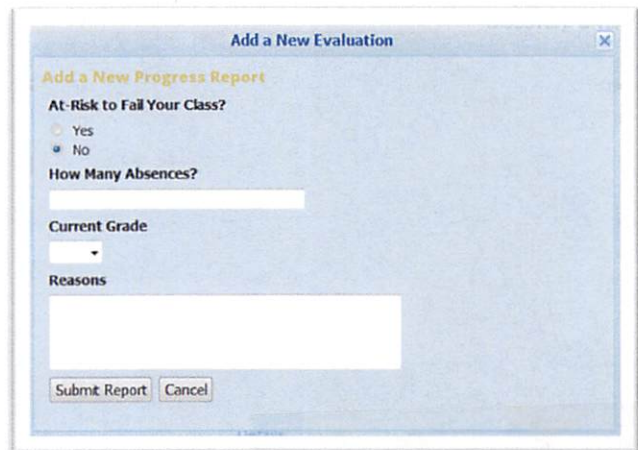
Select an individual student or multiple students and click **Create a New Progress Report**

Add a New Evaluation

Select **Yes**

Additional information is helpful but not required.

Select **Submit Report**



REFER A STUDENT AT ANY TIME...

At any point, students can be referred to SupportNet through the instructor's GradesFirst account. Access GradesFirst through **Blackboard**, **PeopleSoft** or at fresnostateacad.gradesfirst.com (use your Fresno State username and password). **This is to refer a single student at a time; if you would like to refer a group of students you will use the Progress Report function.**

- Select Issue Alert



The screenshot shows the 'ISSUE ALERT' form. It has a title bar with 'ISSUE ALERT' and a close button. The form contains a 'Student' search field with a magnifying glass icon. Below this is a section titled 'Please select the reason you believe this student needs assistance' with a dropdown menu. The dropdown menu is open, showing options: 'Academic Difficulty', 'Classroom Behavior', 'Urgent Alert (immediate concern for student well-being)', 'Personal Issues', and 'Other (See Comments)'. Below the dropdown is a checkbox labeled 'Is this alert associated with a specific class?'. There is also a text area for 'Additional Comments' with the prompt 'Please enter a comment.'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

- Enter student name or ID #
- Select the most appropriate reason for the referral
- Enter course, if applicable
- Additional comments are helpful, but not required.
- Select Submit

A SupportNet advisor will then reach out to the student to follow up on the referral.

SupportNet

e: supportnet@csufresno.edu

w: www.fresnostate.edu/supportnet

p: 559.278.8370

Technical Assistance with GradesFirst

e: gradesfirst@csufresno.edu